

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Office Supervisor
University Advancement
Regular Full-Time Position
Position Number 907010**

General Description

The Office Supervisor is under general supervision of the Executive Director of University Advancement. In addition to secretarial duties and budget management responsibilities, the incumbent is involved in the overall cultivation and public relations—helping to coordinate and implement programs planned by the Executive Director and the President.

Primary Duties and Responsibilities

- Manage office consisting of ten professional/administrative staff and several student employees.
- Answer main telephone line, maintain office calendar and tickler file, schedule and coordinate meetings for staff, distribute and process mail and maintain inventory of office supplies.
- File donor records.
- Schedule travel arrangements for Executive Director, at times in conjunction with the President's Office. Process travel forms, assisting professional staff as needed.
- Assist in monitoring budgets.
- Prepare and process all correspondence for Executive Director to include purchase requisitions and invoices.
- Schedule special events/meetings, assisting with preparation of mailings for events/meetings.
- Maintain electronic records of major donor lists, foundation and retiree parking tag data filed.
- Reconcile gifts and payments for the University and Foundation.
- Input of prospect management into Banner for Executive Director.
- Finalize gift and payment deposits for the University and Foundation.
- Maintain lists of prospective members and update current member list for Foundation Board.
- Prepare mailings and assist in scheduling receptions, meets, etc.; take minutes for the Foundation Board.
- Provide support to special fund-raising initiatives and coordinate volunteer duties.
- Assist in preparation and staffing Athletic, Alumni and Advancement events.
- Assist in coordination of communication between scholarship donors and recipients.
- Maintain and update University Advancement webpage.
- Guide and monitor student employees in concert with the Executive Director.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.

Essential Functions continued

- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to accurately prepare records and reports.
- Ability to establish and maintain an organized filing system.

Required Minimum Qualifications

- High school graduate or equivalent.
- Previous office experience.
- High level of computer literacy.
- Ability to work some evenings and weekends during peak periods.
- A background and credit history check will be required of the successful applicant.

Additional Preferred Qualifications

- Associate's degree or two years of college.
- Five years of office experience and some fundraising/event knowledge.
- Knowledge of Banner and associated computer software programs.

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