

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.

**Account Clerk 3
Student Financial Aid
Regular Full-Time Position
Position Number 468010**

General Description

The Account Clerk 3 is responsible for processing all incoming student loan funds including those sent through electronic funds transfer, coordination of disbursement of loan funds with the Business Office and monitoring the return of funds to the lender if necessary.

Primary Duties and Responsibilities

- Responsible for processing incoming loan disbursements (electronic and paper).
- Responsible for returning loan funds to comply with Federal regulations.
- Responsible for processing revisions to awards and notification to the lenders.
- Responsible for notification of loan funds received to students via email.
- Responsible for collection of rights and responsibilities statements from the students who have received Federal Perkins loan funds.
- Supervise part-time loan staff.
- Supervise and train FWS student workers as needed.
- Assist in the processing and certification of loan applications as needed.
- Responsible for daily transmissions of application file and the receipt of daily disbursements.
- Responsible for assisting reception area with phone and walk-in traffic.
- Responsible for weekly reports to ensure loan funds roll to student accounts.
- Serve as liaison to the Guarantee Agencies and Lenders.
- Responsible for establishing loan disbursement dates and application deadlines.
- 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.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to understand and comply with detailed federal regulations.
- Ability to accurately perform mathematical computations.

Minimum Qualifications

- High school graduate or equivalent.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Keyboarding exam and score of 50 wpm.
- Two years of college.
- Previous student financial aid experience.

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