

*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.*

**Associate Director  
Student Financial Aid & Veteran's Affairs  
Regular Full-Time Position  
Position Number 464000**

**General Description**

The Associate Director is responsible for day-to-day office management. Specific programs of responsibility include Athletics, computer systems, coordinating the development of Banner programs, coordination with Business Services, registration/fee payment activities for main campus and assisting in policy and procedure development for department.

**Primary Duties and Responsibilities**

- Responsible for the day-to-day operation of the Student Financial Aid Office.
- Responsible for the supervision of financial aid counselors, financial aid assistants and graduate assistants.
- Responsible for the supervision of accurate and timely loading of all student financial aid data into the computer system.
- Responsible for the supervision of daily operations related to financial aid and SungardHE Banner database to include automated packaging program, disbursements, award letters, reports, etc.
- Responsible for duties related to ongoing upgrades to financial aid module, to include testing of data quality and training of staff.
- Remain current with changing technologies in the field and advise Director on possible new initiatives.
- Coordinate disbursement of financial aid for registration/fee payment.
- Responsible for registration/fee payment preparation, coordination and scheduling with Information Technology and Business Office.
- Counsel student athletes regarding their grants-in-aid and certify their financial aid awards are in compliance with NCAA rules.
- Counsel VA and Financial Aid students as needed.
- Conduct outreach programs such as financial aid workshops and college night programs as needed.
- Responsible for development of Banner programs for financial aid data.
- Coordinate full utilization of available mainframe and personal computer resources.
- Assist the Director in the development of policies to ensure compliance with state, federal and University regulations.
- Act in the absence of the Director.
- Serve as liaison with Athletics and Information Technology.
- Responsible for employee evaluations.
- Serve as liaison for the Ft. Campbell Center.
- Responsible for Banner setup for the new academic years.
- Responsible for upgrades to Bulletins and class schedules.
- Prepare VA reports such as 85:15 and Bulletin approvals.
- Responsible for Veterans Affairs processing.
- 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 and see a task through to completion.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to effectively coordinate development of Banner reports and other computer programs and stay abreast of current technology needs for the department.
- Ability to effectively counsel students.
- Ability to effectively prepare reports and other documents.
- Ability to interpret federal and state regulations governing federal financial aid program.
- Must possess a complete understanding of NCAA and OVC rules as it relates to student-athletes receiving financial aid.

### **Required Minimum Qualifications**

- Master's degree in Student Personnel Services or related field with one year of financial aid experience in a college/university setting, OR
- Bachelor's degree with 3 years financial aid experience in a college/university setting with SungardHE Banner software system.
- A background check will be required of the successful applicant.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**