

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.

**Assistant Director
Student Financial Aid and Veterans Affairs
Regular Full-Time Position
Position Number 418000**

General Description

The Assistant Director is responsible for the administration and supervision of all scholarship programs and directing the daily activities of the reception, phone, processing and verification areas.

Primary Duties and Responsibilities

- Supervise the staff in the reception and phone operations and coordinate all activities.
- Responsible for supervision and daily operations of financial aid assistants, clerks, graduate assistants and high school summer counselors.
- Responsible for supervision of scholarship coordinator and daily operations of all academic, open and departmental scholarships.
- Responsible for supervision of staff regarding five state Lottery Scholarships.
- Destination Point Administrator for Student Aid Internet Gateway.
- Review and process federal and state aid.
- Maintain a complete understanding of the scholarship process as it relates to federal and state financial aid.
- Responsible for consortium agreement processes and serve as liaison with other schools regarding this process.
- Process remaining state scholarships and serve as liaison for these scholarships with the state agency.
- Coordinate outreach activities for the office.
- Coordinate the yearly review and updating of brochures and publications.
- Responsible for internal review of processes to assure compliance with federal regulations.
- Maintain an up-to-date understanding of state, federal and institutional regulations.
- Develop policies to ensure compliance with state, federal and University regulations for financial aid and scholarships.
- Maintain an on-going understanding of the computer programs and their application to the management of financial aid and scholarship processes.
- Counsel scholarship and financial aid students/parents.
- Counsel VA students as needed.
- Conduct outreach programs such as high school workshops, College Goal Sunday and College Night programs.
- Responsible for employee evaluations.
- Act in the absence of the Director and Associate Director.
- Serve on both internal and external committees as needed.
- Participate in appropriate professional organizations.
- Assist the Associate Director and Director as needed.
- 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.

Essential Functions continued

- 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 effectively manage the administration of the Scholarship and Consortium Programs.
- Ability to effectively counsel students.
- Ability to accurately prepare reports and other documents.
- Ability to effectively interpret federal and state regulations governing financial aid and scholarships.

Required Minimum Qualifications

- Bachelor's degree.
- Direct financial aid experience at an institution of higher education.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Master's degree.
- Direct experience with university student information systems, SungardHE Banner or SIS PLUS systems.

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