

*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.*

**Counselor  
(Financial Aid Specialist)  
Educational Opportunity Center  
Full-Time Grant Funded Position  
Position Number 919160**

**(Renewal contingent upon continuation of grant funding)**

**General Description**

The Counselor reports to the Director and is responsible for providing counseling to participants and assisting participants in pursuing their educational objectives.

**Primary Duties and Responsibilities**

- Provide counseling to assist participants in determining their career objectives and the training necessary for attainment of those objectives.
- Advise veterans, military personnel and their dependents regarding the educational benefits available and how to make effective use of these benefits.
- Participate in the development of a library of reference materials and prepare informational brochures for participants.
- Attend staff and professional development workshops annually.
- Maintain an inventory of general information on student financial aid for distribution to participants and for reference use.
- Provide advice on financial aid needs and possibilities.
- Consult periodically with the APSU Director of Student Financial and Coordinator of Veterans Affairs to remain abreast of changes in federal and state regulations.
- Visit community outreach centers on a regularly scheduled basis to provide information and counseling services to participants or prospective participants.
- Assist participants with acquisition and preparation of financial aid application materials.
- Provide other personal, career and academic counseling to participants as necessary
- Conduct GED orientations, education, career and financial aid workshops in the target area.
- Maintain personal or written communication with participants for a period of two years after enrolling in a post-secondary educational institution.
- Provide periodic non-confidential information and advisement to the Project Director and other staff regarding participants' progress.
- 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 effectively use computer-based guidance systems such as Discover and Self Directed Search (SDS).
- 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.

### **Essential Functions continued**

- Ability to effectively administer and interpret aptitude and interest assessment instruments such as the Holland's Self-Directed Search (SDS), American College Testing (ACT) Discover and others.
- Maintain familiarity with federal and private sources of financial assistance for postsecondary students, including eligibility requirements and application procedures.
- Knowledge of educational benefits available to military personnel, veterans and dependents of both veterans and military personnel.
- Ability to work independently and as a member of a team.
- Ability to effectively communicate project goals and services to prospective participants and members of the community at large.
- Ability to work in outreach centers located throughout the community.
- Ability to travel with a 75-mile radius.
- Ability to work occasional evening hours.

### **Required Minimum Qualifications**

- Master's degree and experience in college student development, counseling, adult education or related area or Bachelor's degree with three years experience in college student development, counseling, adult education or related area.
- A background check will be required for the successful applicant.

### **Additional Preferred Qualifications**

- Previous experience working with ethnic and/or racial minorities, adult services, persons from disadvantaged backgrounds and federally funded TRIO programs highly preferred.

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