

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.

**Financial Aid Assistant  
Student Financial Aid and Veterans Affairs  
Regular, Full-Time Position  
Position Number 467010**

**General Description**

The Financial Aid Assistant is responsible for reviewing financial aid applications for accuracy and resolving any conflicting data.

**Primary Duties and Responsibilities**

- Analyze and evaluate student financial aid data.
- Review applications for federal financial aid and determine if files are complete for awarding process.
- Counsel students and parents about verification procedures.
- Request additional information from other sources to complete the verification process when necessary.
- Review verification technical references annually.
- Transmit and track corrections to data.
- Counsel students regarding aid package.
- Discuss payment arrangements with students and parents.
- Assist in loading all incoming documents.
- Request missing information letters.
- Maintain policy manual for electronic transmissions, verification and processing.
- Annually create and update verification forms for the SFAO.
- Maintain an on-going understanding of computer programs and their application to the administration of financial aid programs.
- Assist with outreach programs such as Saturday Campus Tours and Summer Welcome.
- Serve on internal and external committees as needed.
- Supervise and train student workers.
- Assist in determining eligibility and issuing fee deferments.
- Determine which active files to inactivate and manually relocate inactive files to storage.
- Package files for awarding aid.
- Purge inactive files annually.
- Maintain active and pending filing system.
- 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 use terminal/personal computer and utilize appropriate software.
- Ability to understand and comply with detailed federal regulations.
- Ability to perform accurate mathematical computations.
- Ability to efficiently organize, make decisions, meet deadlines and work independently.

### **Required 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.

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