

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 - Grants
Student Financial Aid & Veterans Affairs
Regular Full-Time Position
Position Number 255100**

General Description

The Financial Aid Assistant reports to the Assistant Director and is responsible for the administration of the following Tennessee Scholarships: HOPE Lottery, HOPE ASPIRE, HOPE Merit, HOPE Foster Care Grant and HOPE Non-Traditional Scholarship. The Financial Aid Assistant is also responsible for transmitting data to the Tennessee Student Assistance Corporation (TSAC) for lottery payment and reviewing requirements and awards for the Federal Academic Competitiveness Grant (ACG).

Primary Duties and Responsibilities

- Responsible for technical review and reporting of lottery scholarship awards.
- Responsible for establishing policies and procedures for reporting and compliance requirements for lottery scholarship awards.
- Responsible for clerical workload and establishment of files for lottery scholarship awards.
- Responsible for creation of reports and other technical assistance and support required for lottery scholarship awards.
- Responsible for creation of informational mailings, e-mails and on-line information for lottery scholarship award prospective students and recipients.
- Provide counseling to lottery students and parents and assist with financial aid process.
- Responsible for determining eligibility and awarding Federal Academic Competitiveness Grant (ACG).
- Responsible for academic scholarships—posting awards, maintaining files, verification of work hours with departments.
- Responsible for lottery reconciliation for Tennessee HOPE Lottery Scholarship, HOPE ASPIRE Scholarship, HOPE Merit Scholarship, HOPE Foster Care Grant, HOPE Non-traditional Scholarship.
- Maintain and update student's lottery accounts in eGRandS.
- Provide clerical support for counselors when needed.
- Provide support for reception area and telephone area.
- 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 and state regulations.
- Ability to perform accurate mathematical computations.

Required Minimum Qualifications

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

Additional Preferred Qualifications

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

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