

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.

Manager
Student Financial Aid and Veteran's Affairs
Regular Full-Time Position
Position Number 470200

General Description

The Financial Aid Manager is responsible for the administration of federal programs, to include the Federal Pell Grant Program, counseling students and parents and serving as liaison with public agencies. Responsible for management of e*Grands and Edconnect automated programs.

Primary Duties and Responsibilities

- Supervise Account Clerk 3.
- Perform need and budget analysis in full compliance with uniform methodology, federal and state regulations and established office policies.
- Responsible for ensuring adequate records for audit purposes with regard to expenditures from SFA are maintained.
- Responsible for the administration of the Federal Pell Grant Program including both electronic reporting and reconciliation of the account.
- Responsible for counseling students and parents and assisting them through the application process.
- Maintain an up-to-date understanding of state, federal and institutional regulations to assure University compliance.
- Responsible for reviewing applications and determining eligibility.
- Package financial aid awards.
- Certify and process student loan applications as needed, to include electronic transmissions.
- Conduct outreach programs such as financial aid workshops and college night programs.
- Maintain an on-going understanding of the federal, state and university computer programs required to administer financial aid.
- Serve on both internal and external committees as needed.
- Maintain on-going training and attend state, regional and national training conferences.
- Process professional judgments and special considerations.
- Review Satisfactory Academic Progress appeals.
- Provide customer service in reception and telephone areas when needed.
- Supervise student workers as needed.
- Process return of Title IV calculations for withdrawn financial aid students.
- Update and build validation tables within Banner as needed.
- Create population selection reports.
- Troubleshoot to resolve internal Banner problems.
- Serve as manager and liaison for Teach Grant programs.
- Serve as manager and liaison for TSAA State programs.
- Coordinate for College Goal Sunday and other financial aid outreach programs.
- 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 counsel students.
- Ability to accurately prepare reports and other documents.
- Ability to effectively interpret federal and state regulations governing the financial aid programs.
- Ability to effectively collect, interpret and present statistical data.

Required Minimum Qualifications

- Bachelor's degree.
- At least three years of previous full-time experience in financial aid at an increasing level of responsibility.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Degree concentration in finance or accounting.
- Previous financial aid experience in financial aid reporting at a higher education institution.
- Knowledge of and experience using SungardHE Banner.

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