

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.

**Scholarship Coordinator
Student Financial Aid and Veterans Affairs
Regular Full-Time Position
Position Number 411200**

Primary Duties and Responsibilities

The Scholarship Coordinator reports to the Assistant Director of Student Financial Aid and Veterans Affairs.

Primary Duties and Responsibilities

- In consultation with academic and non-academic departments that award scholarships, responsible for the overall administration of the scholarship and awards programs at APSU; make decisions regarding scholarship and award policies and procedures.
- Update scholarship policies and procedures annually to assure compliance with TBR and University policies.
- Assist budget officials in determining award amounts for scholarships based on annual funding. Assist Director of Admissions in aligning scholarship programs with recruitment efforts.
- Approve award correspondence and award amounts prior to student notification.
- Monitor funds to ensure that funds are not over- or under-awarded.
- Chair scholarship committee for general scholarships.
- Coordinate the scholarship appeals process.
- Coordinate renewal process and provide retention information to the Dean of Enrollment Management and Academic Support Services.
- Assist in managing the Academic Competitiveness and SMART Grant federal programs
- Assist Public Relations and other applicable campus constituents in developing scholarship publicity pieces, providing notification of scholarship/award recipients for release to media and special interest stories of scholarship and award recognition for release to media.
- Package files according to institutional policies.
- Coordinate outside resources with financial aid package.
- Coordinate maintenance of APSU-awarded scholarship database and Website.
- Perform revisions per student requests.
- Analyze files for professional judgment decisions.
- Occasional retrieval of student files and re-filing.
- Provide scholarship information to students, parents and other clientele, in conjunction with the Office of Admissions.
- Interpret rationale behind student budget amounts, needs analysis, computations, packaging policies and all program regulations.
- Counsel students regarding budgeting, loan management, satisfactory academic progress or other special circumstances.
- Resolve student problems, seeking another authority if necessary.
- Provide quality service to achieve customer satisfaction by working files quickly and accurately.
- Participate in various activities held on- and off-campus such as New Student Orientation, Summer Welcome, AP Day events, Mosaic Day and other related University events.
- 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.

Essential Functions continued

- 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 efficiently organize, make decisions, prioritize multiple tasks, meet deadlines and work independently and as a team player within a highly computerized environment and with frequent daily interruptions.
- Must possess excellent analytical skills.
- Ability to provide quality service to achieve customer satisfaction by working files quickly and accurately.
- Ability to problem-solve difficult situations.

Required Minimum Qualifications

- Bachelor's degree required, preferably in Accounting.
- If applicant has a bachelor's degree in a field other than accounting, then two years experience is also required.
- A background check will be required for the selected applicant.

Additional Preferred Qualifications

- Three years of university experience in a financial aid and/or scholarship environment.

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