

*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.*

**Veterans Affairs Counselor – Ft. Campbell  
Student Financial Aid & Veterans Affairs  
Regular Full-time Position  
Position Number 419000**

**General Description**

The VA Counselor is responsible for counseling students concerning their eligibility for various veterans educational benefits and interpreting federal, state and University regulations. The Counselor is also responsible for completing the certification process for Ft Campbell Center veterans and conducting outreach and recruitment activities for veterans, dissemination of information to academic advisors, as well as providing information about applying for funds from other financial aid resources at the University. The primary worksite is the Ft. Campbell Center with work on main campus as needed.

**Primary Duties and Responsibilities**

- Responsible for counseling both applicants and recipients of veteran's benefits.
- Certify veteran's applications for benefits.
- Maintain an up-to-date understanding of state, federal and University regulations assuring the University's compliance.
- Monitor each recipient's academic records for compliance with VA rules and regulations.
- Provide information about other financial aid programs available at the University.
- Conduct VA programs designed to offer training to academic advisors regarding VA guidelines and requirements as related to academic issues.
- Assist in preparation for and response to compliance survey visits by state approving agency and Department of Veteran's Affairs.
- Conduct outreach and recruitment activities for veterans.
- Supervise VA clerk.
- Supervise student employees as needed.
- Maintain an on-going understanding of the computer programs and their application to all areas of the certification process.
- Participate in appropriate professional organizations.
- Participate in guiding freshmen transitioning to college.
- Counsel applicants and recipients of financial aid.
- Process student loan applications.
- Process financial aid awards and professional judgments.
- Maintain and update policy and procedures manual.
- Serve as liaison for VA students with Department of Veteran Affairs.
- Review Satisfactory Progress Appeals.
- Prepare reports and documents for continuing eligibility w/SAA and DVA.
- 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.

### **Essential Functions continued**

- 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 evaluate situations and make decisions.
- Ability to interpret federal, state and University regulations governing the Veterans Affairs program.

### **Required Minimum Qualifications**

- Bachelor's degree.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Experience working with veterans and interpreting federal regulations.
- Familiarity with veteran's concerns and problems.

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