

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
Student Financial Aid & Veterans Affairs
Regular Full-time Position
Position Number 470000

General Description

The VA Counselor is responsible for counseling students concerning their eligibility for various VA educational assistance programs and interpreting federal, state and University regulations. The VA Counselor is also responsible for completing the certification process for veterans and eligible dependents, conducting outreach and recruitment activities, disseminating information to academic advisors and administrative staff as well as providing information about applying for funds from other financial aid resources at the University.

Primary Duties and Responsibilities

- Responsible for counseling both applicants and recipients of veteran's educational benefits.
- Monitor VA fee deferment process and provide follow-up to ensure that fee deferments are cleared in the University's business office.
- Screen and submit VA applications for educational benefits.
- Maintain an up-to-date understanding of state, federal and University regulations assuring compliance to same.
- Monitor each recipient's academic record for compliance with VA rules and regulations.
- Perform liaison work between VA students and the US Department of Veteran's Affairs.
- Perform liaison work between VA Vocational Rehabilitation students and VA Vocational Rehabilitation Counselors.
- Perform liaison work between VA students and other University administrative departments as well as the University's business office.
- Perform liaison work between VA students and other institutions to ensure supplemental VA certifications are processed according to VA rules and regulations.
- Provide information about other financial aid programs available at the University.
- Conduct outreach and recruitment activities for veterans.
- Maintain an on-going understanding of the computer programs and their applications utilized in the VA student certification process.
- Prepare, maintain and review operating student records of the VA program.
- Maintain and update the University's VA website, as well as standardized application packets, forms and brochures.
- Participate in appropriate professional organizations and University events such as Grad Finale.
- Supervise contracted VA work-study students.
- Serve in advisor capacity for Chi Delta Chi (APSU VA organization).
- 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.

Essential Functions continued

- 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 accurately prepare records and reports.
- 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 veterans concerns and problems.

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