

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 Counselor
Student Financial Aid
Regular Full-Time Position
Position Number 470100**

General Description

The Counselor is responsible for the administration of federal programs, to include the Federal Pell Grant program, Academic Competitiveness and SMART Grant programs, the Federal Family Education Loan Program, Tennessee Lottery and other state programs. This position is also responsible for counseling students and parents, and coordination of outreach programs such as financial aid workshops.

Primary Duties and Responsibilities

- Responsible for counseling students and parents and assisting them through the financial aid process.
 - Manage the financial aid process for multiple Study Abroad, Exchange, Tennessee Consortium for International Studies (TCIS), and Cooperative Center Study Abroad (CCSA) Programs. This include working closely with faculty program coordinators at APSU and other participating universities, the International Studies Coordinator and participating students to ensure accurate and efficient funding is provided for students.
 - Serve as representative at Study Abroad Fair, informational sessions and faculty training for all international programs.
- Counsel students regarding budgeting, loan management, satisfactory academic progress, or other special circumstances.
 - Following federal and state guidelines, determine eligibility for financial aid programs.
- Resolve student problems, seeking another authority if necessary.
- Package financial aid awards according to federal and state regulations.
- Analyze files for professional judgment decisions and special considerations.
- Serve as the liaison with Department of Education Direct Lending program, lenders and guarantee agencies when applicable.
- Serve as liaison with enrollment services offices and business office.
- Conduct outreach programs such as financial aid workshops and college night programs.
- Provide quality service to achieve customer satisfaction by working files quickly and accurately.
- Supervise student employees as needed.
- Maintain an on-going understanding of the computer programs and their application to all areas of processing and awarding financial aid.
- Maintain current knowledge of federal regulations and their application to administration of financial aid programs.
- Certify federal student loan applications.
- Serve on internal and external committees as needed.
- Assist in the Lottery awarding and policy-making.
- Assist the Director and Associate Director with ongoing projects.
- Participate in various activities held both on- and off-campus.
- Process Satisfactory Progress Appeals.
- 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 problem-solve difficult situations.
- 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.
- Ability to understand, interpret and effectively apply federal regulations regarding administration of federal student financial aid programs.
- Must possess excellent analytical skills.
- Ability to travel (occasionally, as needed)

Required Minimum Qualifications

- Bachelor's degree, preferably in business, accounting or communication.
- A background check will be required for the selected applicant.

Additional Preferred Qualifications

- Previous financial aid or related experience.
- Knowledge of the loan process to include understanding of the relationship between lender, servicer and guarantor.
- Accounting skills.

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