



Job Description

Job Title:	Campus Coordinator	Grade:	L
Department:	Financial Aid & Veteran Affairs	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

The Campus Coordinator provides independent, autonomous leadership as well as critical and direct oversight for the implementation, outreach, and management of all financial aid services at a CPCC campus. The Campus Coordinator serves as a subject-matter liaison for the campus dean, department leaders, ESS personnel, and other stakeholders. The Campus Coordinator serves as the senior Financial Aid and Veteran's Affairs project manager at a campus.

Characteristics Duties and Responsibilities:

1. Independently manage the implementation, regulatory application, and customer service components for all facets of financial aid operations at a remote CPCC campus by providing direct and critical oversight.
2. Performs Specialist duties to include: determining aid eligibility, processing awards, and providing consultations to financial aid applicants and prospective student groups.
3. Strategically coordinates financial aid campus activities, including setting goals and priorities, contributing to policy development and crafting internal control procedures.
4. Serves as a subject-matter expert, including all applicable federal, state and institutional regulations and administrative responsibilities.
5. Provides campus financial aid leadership via committee participation, communications with external stakeholders, and contributions to the strategic planning and evaluation processes.
6. Establishes strategies for the effective delivery of campus financial aid workshops and outreach efforts for students to support institutional retention and recruitment goals.
7. Ensures institutional compliance and demonstrates administrative capability as required by federal, state and local regulations. Monitors financial aid fund balances, disbursements, adjustments, Return to Title IV calculations and year-end closeout procedures.
8. Serves as the primary policy and implementation liaison between the Financial Aid/Veterans Affairs Office and applicable federal, state and local entities.
9. Certifies and tests the accuracy of the annual program setup in Colleague, including the following modules: financial aid; autopackager; communications management; and satisfactory academic progress.
10. Utilizes advanced project management expertise to conduct complex financial aid data analyses, analytical reports, and dashboard interpretations for managerial decision-making at a CPCC campus.
11. Other duties as assigned.



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Reporting Relationships:

Direction Received:	Reports to the Director of Outreach and Awarding
Direction Given:	Direct supervision of assigned staff

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Business, Accounting, or related field and at least 1 year of job related experience

Knowledge, Skills, Abilities, and Worker Characteristics:

- Strong organizational, accounting, and analytical skills
- Expertise in the implementation of financial aid and veterans' affairs policies and programs
- Knowledge of applicable financial aid federal and state statutes and regulations governing financial assistance programs
- Strong Computer and technology skills and knowledge of financial aid software applications
- Ability to identify challenges and implement solutions
- Excellent oral and written communication skills
- Knowledge of CPCC enrollment processes and requirements

Working Conditions:

Typical Office Environment