Job Description

Job Title:	Program Coordinator – Regulatory Evaluation	**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 Program Coordinator of Regulatory Evaluation will be responsible for the efficient review and assessment of student award files to ensure compliance with all federal, state, and local regulations. This is particularly beneficial as Financial Aid is subjected to audits by external entities. The Program coordinator provides autonomous oversight for assessing the outreach, implementation, management, and reconciliation efforts related to awarding and disbursement of financial aid funds. This position serves as an institutional and regulatory liaison with federal, state, or local stakeholders, a program policy expert, and a senior Financial aid and Veteran's Affairs project manager.

Characteristics Duties and Responsibilities:

1. Independently manage and provide critical and direct oversight for assessing regulatory compliance for the awarding process.
2. Performs Specialist duties to include: determining aid eligibility, processing awards, and providing consultations to financial aid applicants and prospective student groups.
3. Utilize advance project management skills to conduct complex program data analyses, generate analytical reports, and interpret dashboards for managerial decision-making.
4. Provides leadership for Regulatory Evaluation via committee participation, communications with external stakeholders, and contributions to the strategic planning and evaluation processes.
5. Through Regulatory Evaluation, monitors program funds for awarding and disbursement compliance according to required federal and state statutes and regulations. Establishes quality assurance strategies for the effective delivery of program aid awards to students to support institutional retention and recruitment goals.
6. Coordinates the assessment activities for Regulatory Evaluations, including setting goals and priorities, clarifying policy, and developing internal control procedures.
7. Through Regulatory Evaluation, monitors the reconciliation of aid funds to ensure institutional compliance and to demonstrate administrative capability as required by regulations. Monitors fund balances, disbursements, adjustments, Return to Title IV calculations and year-end closeout procedures.
8. Serves as the primary Regulatory Evaluation policy and implementation liaison between the Financial Aid/Veteran Affairs Office and applicable federal, state and local entities.
9. Certifies and tests the accuracy of the annual program setup for Regulatory Evaluation processes in Colleague, including the following modules: financial aid, auto packager, communications management, and satisfactory academic progress
10. Serves as an institutional program subject-matter expert for Regulatory Evaluation, including all applicable federal, state, and institutional regulations and administrative responsibilities.
11. Other duties as assigned

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. October 2013

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Reporting Relationships:

Direction Received: Reports to Associate Dean, Financial Aid and Veterans Affairs
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 to 2 years or related work 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 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

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