

## **Role Description for Campus Coordinator**

### **Required Duties**

The Campus Coordinator at each campus will be responsible for the following tasks throughout the PeopleSoft Financials 8.9 upgrade project:

- ☐ Disseminate information being sent from project management team in Athens
  - Emails will be sent pertaining to status of project and will need to be distributed to all pertinent personnel at that specific campus
  - Literature may be sent to individual campuses that requires distribution to key staff
  - Questionnaires will be sent out requesting information pertaining to a specific campus. These questionnaires may require prompt responses so this individual must know whom to approach for specific items.
- ☐ Provide constructive feedback pertaining to the new application or any components of the future system
- ☐ May assist in System test
- ☐ Assist with the identification of all personnel at that campus who require training on the new application
  - Assist with the coordination and scheduling of any training sessions at that site

### **Estimated Level of Effort**

Based on past projects, we believe the campus coordinator will need to contribute approximately eight hours of their time per month to tasks pertaining to this PeopleSoft upgrade project. Depending on the phase of the project and the specific campus this estimate may increase or decrease accordingly but we believe the margin of error to be no more than two hours.

### **Qualities of Ideal Campus Coordinator**

- ☐ Proactive
- ☐ Well respected
- ☐ Familiar with PeopleSoft Financials & appropriate processes
- ☐ Thorough understanding of campus' organizational structure
- ☐ Reputation for delivering quality
- ☐ Customer service focused
- ☐ Available