



Example of Academic Program Coordinator Job Description

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Our innovative and growing company is hiring for an academic program coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for academic program coordinator

- Assist in the supervision, creation, and oversight of study hall/tutoring appointments, including daily changes to tutoring appointments
- Supervise student-athletes and tutors in daytime and evening structured study hall environments, including individual study and tutor sessions
- Assist ASPSA Academic Coordinators by creating written reports that articulate student-athlete academic course progress, structured study attendance and behavior
- Develop and present tutor workshops as necessary
- Assist with tutor recruiting, application process, interviewing, orientations, & evaluations
- Communicate with tutors about upcoming events and deadlines
- Track and develop reports on students' usage of tutors
- Coordinate the logistics and programming for the Tutor Conference
- Complete special projects requiring data collection, analysis, and interpretation in conjunction with multiple staff members
- Serve as lead faculty

Qualifications for academic program coordinator

- Ability to interact with many different departments, faculty and students
- MSW from a CSWE accredited program required

- 2 years of experience teaching at the MSW level or higher and experience with online learning required
- Prior Social Work practice experience preferred