



# Example of Academic Program Coordinator Job Description

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Our growing company is looking to fill the role of academic program coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for academic program coordinator

- Serve as secondary contact for student issues and assist Associate Dean with determination of when a student needs the Counseling Center's services
- Works with the Academic Program Manager the Manager, Customer Loyalty to initiate, develop, and execute programs and initiatives designed to achieve the above-stated objectives
- Engages educators (ie
- Arranging meetings and special events (internal and external)
- Monitoring accounting statements and expenditures (highly confidential) using the Oracle system, maintaining and scheduling appointment calendars
- Compiling information, organizing data and producing reports, posters and other documents as needed using complex software packages
- Composing and editing correspondence
- Maintaining web pages using web authoring tools and HTML
- Preparing minutes of various meetings
- Handling arrangements for short-term and long-term visitors

## Qualifications for academic program coordinator

- High school diploma or G.E.D and 5 years of progressively responsible administrative experience
- Substantive experience in office and program management and will require

- Demonstrated ability and commitment to working inclusively with culturally diverse groups
- Demonstrated skills in program development, implementation, and management
- Demonstrated skills in program assessment including data collection, analysis and report-writing