



# Example of Academic Program Coordinator Job Description

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Our innovative and growing company is looking for an academic program coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for academic program coordinator

- Providing assistance to students, faculty, staff or the public with detailed or complex information regarding services, policies and procedures of the department
- Routine academic program events and activities, covering student recruitment, admissions, orientation, awards, celebrations and commencement
- Routine duties include textbook purchases, waitlist coordination, course assistant tracking, program materials preparation
- Preparing reports and maintains databases
- Serve as Lead Faculty for Bachelor of Science Health programs
- Serves as a first point of contact for assigned areas of study and provides cross support for other areas as needed
- Provides assistance with the academic and scholarly activities of faculty
- Organizes the 110 - 125 applications for the graduate program
- Maintains current and previous graduate student files
- Enters Distributed Grad Aid yearly into ISIS for current and incoming students

## Qualifications for academic program coordinator

- Master's Degree in social work, counseling, higher education administration, or related field preferred

- Individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity
- Post-secondary degree in Business, Marketing, or equivalent
- Experience with coordination of special events
- Or internationally, where they will teach intensives and colloquia, and facilitate