



# Example of Academic Program Coordinator Job Description

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Our company is hiring 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

- Updates all policy changes for academic programs, handbooks, exam schedules, placement exam resetting
- Serves on department Web Committee
- Stays current in web training by taking appropriate courses through JHU
- Maintains web page to present needed information regarding course
- Maintains forms for students and their proctors
- Works with Summer Programs to list course, follow enrollment and maximize reaching potential participants
- Works with graduate students that will create modules and teach course
- Markets to Baltimore City and County high schools in conjunction with the Future Scholars Program
- Processes course evaluations and shares with instructors
- Renews and maintains proctor information for all courses

## Qualifications for academic program coordinator

- Demonstrated ability to work independently and collaboratively with colleagues
- Earned doctorate in management or a closely related discipline
- Learning styles diverse cultural and professional
- Ability to work with adult learners with variable skill levels, various learning styles diverse cultural and professional backgrounds
- Pays careful attention to details

