



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

- Make arrangements (space reservation and rental, catering, outreach), provide support, and take minutes for state-line College of Education Area and program meetings, retreats, and events under direction of supervisor and faculty program leadership
- Moderate and forward updates and opportunities to College student email list serves
- Assist in collection and maintenance of electronic and hardcopy archive of College program materials
- Proactively collaborating with International Student and Scholar Services regarding student immigration and visa status and resolving any issues, partnering with International Admissions as needed
- Managing student worker time and attendance
- Provide consistent and ongoing communication and support to students during the practicum/internship process
- Provide graduate and undergraduate academic advising, including assistance in course selection and tutoring referral, financial literacy and financial aid assistance, including information on federal student aid, resources for locating scholarships, and FAFSA completion assistance
- Recruit and verify tutors through faculty engagement and referrals
- Maintain liaison with the Academic Center for Excellence, Writing Center, Academic Advisors/Department, Supplemental Instruction, and any other

- Coordinate the resource loan program and find growth opportunities via faculty and student collaborations

Qualifications for academic program coordinator

- An Associate's degree and 1 - 3 years of administrative experience, or the equivalent combination of education and experience
- Demonstrated experience in supporting multiple projects and seeing them to successful completion
- Experience in event logistics and financial coordination
- Demonstrated strong organizational, administrative and time management skills
- Demonstrated computer expertise and proficiency with Word, Excel, and Google
- The successful candidate will be self-motivated and have the ability to work independently