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# Example of Academic Coordinator Job Description

Our innovative and growing company is hiring for an academic 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 coordinator

* Creation and design of newsletters, event advertising, posters and invitations, working with University Communications to ensure implementation of the university’s brand guidelines for those products
* Advise current and prospective Open Option Engineering majors and related duties and new Engineering Science students
* Maintain familiarity with all Scott College of Engineering degree plans in order to advise students about how to choose a future major
* Maintain working knowledge of current departmental, college, and university requirements necessary for undergraduate students to make the correct decision about choosing a major within the College
* Identify and use best practices to implement a development advising approach
* Participate in orientation advisor
* Assist students in addressing issues related to their transition to the University and their exploration and confirmation of major
* Track student progress and conduct active outreach in support of their success
* Utilize data to discern patterns of student success and difficulty and to design strategic interventions
* Help students develop plans to improve GPA’s and overcome academic challenges

## Qualifications for academic coordinator

* Demonstrated ability to handle highly sensitive information/materials in a confidential manner
* Experience with Banner, Bi-Query, or similar database and reporting applications
* Proficiency with Internet Native Banner, MicroStrategy and Web content management
* Active license as a Registered Veterinary Technician in the state of California
* High level of proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
* Experience in higher education academic advising/student services experience and demonstrated knowledge of current trends and best practices in higher education