Downloaded from <https://www.velvetjobs.com/job-descriptions/academic-program-coordinator>

# Example of Academic Program Coordinator Job Description

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
* Communications are effective and timely