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# Example of Administrative Coordinator Administrative Support Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of administrative coordinator administrative support coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for administrative coordinator administrative support coordinator

* Maintains faculty lectures and provides assistant with lecture equipment in classroom when needed, (projector/laptop equipment and or special presentation procedures)
* Assists in coordinating Continuing Medical Education (CME) activities for department’s annual conferences’ and workshops
* Assists setting up faculty meetings, agendas, and taking minutes
* Prepares packages for resident and Student Registered Nurse Anesthetist (SRNA) orientations (every 2 months)
* Makes copies of lectures or handouts and distributes them
* Make sure that the rotating pagers are kept in good working condition otherwise get them replaced or fixed
* Provides support to all residents/SRNAS rotating within the division in completing documentation for the department of pharmacy and patient care staff
* Assists with awards for resident and student graduations
* Assists with medical student rotations, evaluations, and graduations
* Assist college at annual University events which could occur on a weekend or evening, Faculty or Student Honors Convocation, Commencement, , as assigned

## Qualifications for administrative coordinator administrative support coordinator

* Ability to communicate clearly and provide oral and/or written communications
* Coordinates seasonal and annual commuter student-related activities fostering a community feel among student commuters, including Welcome Week activities, Commuter Appreciation days
* Coordinates, plans and implements related student activities and events on and off-campus
* Assists in developing and implementing programming and services for commuter students
* Generates new ideas and ways to engage students and to improve engagement with students currently living off-campus
* Researches and conducts on-going assessment of student needs to determine program direction and goals