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# Example of Coordinator, Academic Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of coordinator, academic. 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 coordinator, academic

* Respond to urgent support tickets quickly and accurately
* Review and administer student records
* Collaborate with other staff, faculty and other offices to resolve complex issues, especially those related to academic policy
* Develop and maintain strong working relationships with university resource offices and academic departments as a UAR liaison for student-facing systems
* Propose possible improvements to new and existing systems to enhance the quality of undergraduate academic experiences, thereby making important contributions to UAR’s culture of evidence-based advising
* Serve as a subject matter resource to UAR and other departments
* Provide advice to students on a range of issues, including but not limited to, academic progress, academic program policies, research and study abroad opportunities, in order to assist them in making appropriate choices and decisions
* May assist with the administration of financial processes
* Participate as a member of the Academic and Educational Support Programs team, and of UAR in general
* May train and supervise other staff, volunteers, student and temporary workers

## Qualifications for coordinator, academic

* Experience interpreting student needs and determining when referral to other University resources is appropriate
* Organizes and facilitates the workflow of various processes for the department (ie, grade reporting, appeals, scheduling classes, curriculum changes, syllabi distribution, survey collections, assessment efforts, faculty evaluations, etc)
* Assists with compiling data, drafting documents, and communicating curriculum changes to other departments as assigned
* Helps the Chair determine whether proposals are acceptable for review
* Coordinates and administers paperwork for faculty including contracts, evaluations, grading rosters, requests for grade changes
* May help with coordinating Academic Mentoring activities in conference with the Academic Mentoring Program Coordinator