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# Example of Coordinator, Academic Job Description

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

## Responsibilities for coordinator, academic

* Processes Visiting Student applications and works with students through the registration process Information entered/provided is accurate and completed within established deadlines
* Maintains grade distribution database
* Provides data for scheduling TAs to the Chair and DUS
* Updates schedule online
* Maintains database on faculty teaching info
* Provides TAs with section rosters
* Updates advisor lists for faculty
* Data entry, analysis and report generation are accurate and completed within established deadlines
* Assists Undergrad Program Director with Undergraduate Admissions Open Houses throughout the academic year
* Maintains Undergraduate TA applications

## Qualifications for coordinator, academic

* Minimum experience of at least 3-5 years of office/administrative experience, preferably in an academic setting, required
* Recruits and assists with undergraduate TA selection for courses
* Provides basic advising for all undergraduate math students related to course selection, major and minor information, the add/drop policy
* Helps to determine when students should be directed to a faculty member or advising office
* Maintains good working relationships with Academic Advising and the Registrar’s Office
* Meetings and special events are organized in a timely fashion