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# Example of Coordinator, Administrative Program Job Description

Our company is looking for a coordinator, administrative program. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for coordinator, administrative program

* Assist the Academy Director and the team in managing, monitoring and mediating disciplinary issues that may arise
* Assist the Academy Director in preparing detailed reports on each student
* Act as representative and advisor of the FARA process
* Advises staff and faculty regarding program policies, goals and related technical issues
* Work with the other FARA Coordinators to organize and coordinate all FARA committee meetings to review the files of the School of Medicine, including managing the meetings, finalizing the minutes and reports for the candidate’s files
* Plan and implement activities for all program functions
* Serves as emergency back-up for other functional areas as needed
* Implements consistent marketing and brand messages regarding resources, services, and engagement needs whether through department messaging channels or EPICS email inquiries
* Creates, updates, and maintains the EPICS website, social networks, blogs, that describe, highlight and explain resources and services and consistently looks for engaging ways to connect students with EPICS services
* Designs marketing materials with clean, engaging graphic designs

## Qualifications for coordinator, administrative program

* High degree dexterity to operate office equipment and personal computer
* May require extended periods of sitting and frequent standing
* Two (2) years previous medical office experience preferred
* Working knowledge of computers and audiovisual equipment required
* Bachelor’s degree in a related discipline (business, education, social science, ) from a regionally accredited institution
* Minimum of four years financial, business analysis or project management experience required