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# Example of Coordinator, Administrative Program Job Description

Our company is growing rapidly and is looking for a coordinator, administrative program. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coordinator, administrative program

* Support to the CAO and Corporate Services team – forecasting, design, and space management
* Independently composes high level correspondence and documentation of professional quality
* Organizes and coordinates departmental meetings or committees, including reserving conference rooms, sending and tracking invitations, procuring food and beverage if necessary and ensuring vendor payment
* May perform office related duties such as picking up mail, categorizing and delivering mail, storing and distributing office supplies, handling faxes, scanning, filing, photocopying collating materials, maintaining the update of policy manuals
* Works with the BioKids Steering Committee to set tuition and salary increases any programmatic changes
* Processes paperwork for check requests, expense reports, payroll, and adjunct faculty contracts
* Assists faculty with PowerPoint presentations, helps faculty set-up classrooms and equipment, scans documents, orders textbooks, use of Par Test and Par Score
* Maintain electronic student records biographical sketches, immunizations, State Nursing License
* Updates and maintains the Content Management Systems and SmartCatalog for the Program
* Sends out clinical rotation paperwork and hospital credential paperwork to clinical sites

## Qualifications for coordinator, administrative program

* Ability to work in a team environment comprised of functional and technical individuals
* HS Diploma or equivalent required, College Degree preferred
* Minimum of 2-3 years of experience in managing customer service or office environment
* Advanced knowledge of MS Office products and web-based applications
* Ability to work a flexible schedule as required and have reliable transportation and the ability to travel 15%-20%
* Must be organized, have above average time management skills, and the ability work independently