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# Example of Coordinator, Administrative Program Job Description

Our company is growing rapidly and is hiring 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

* Completes all duties for the annual graduation banquet and schedules graduate photo shoots
* Reception/ clerical duties- answering incoming calls, assists students, filing, correspondence
* Maintain office supplies and assists with ordering and maintaining supplies and equipment for the Anesthesia Simulation Laboratory
* Maintains a data base for each class admitted to the program
* Perform work directly related to university policies or general business operations
* Work with Principal Investigators (PIs)and fellows as requested on assigned grants
* Liaise with donors and SAIS business office to ensure all agreement documentation is received, in order, and signed to set-up new accounts
* Assists with scheduling, coordination, preparation and communication of complex executive meetings with internal and external stakeholders
* Performs secretarial and administrative duties of a complex nature
* Supervise the work of program staff to ensure plans and schedules are implemented

## Qualifications for coordinator, administrative program

* Experience in developing programming/activities/events for college students
* Demonstrated ability to develop and deliver presentations, training, and written documentation
* Strong knowledge of marketing, programming, event operations, risk management, staffing and philosophies congruent with campus programming practices and standards
* Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in communications, business, or related field
* Verified ability to assess workload, organize and prioritize work, and meet multiple and conflicting deadlines in a fast paced environment with frequent interruptions, changing demands, and minimal supervision, with efficiency and accuracy
* Proficiency to develop, implement and maintain computerized and paper recordkeeping and filing systems that allow for easy retrieval of information by self and others