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# Example of Education Administrator Job Description

Our growing company is searching for experienced candidates for the position of education administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for education administrator

* Coordinate and direct office services, such as records and budget preparation, personnel, and housekeeping, in order to aid HR Generalist and Director
* Employee must be internet savvy
* Lead marketing efforts for all non-degree programs
* Conducts in-depth credit counseling interviews with members to educate and assist in the process of overcoming their financial indebtedness
* Develops budgets and plans of action for members
* Reviews credit applications and makes decisions or recommendations
* Promotes the Credit Union's Financial Literacy programs
* Creates, prepares and presents seminars relating to Financial Literacy
* Sets up seminar events and Credit Union Days to promote the Credit Union's services to new and existing members
* Handles responsibilities as the Administrative Assistant as needed

## Qualifications for education administrator

* Able to demonstrate a working knowledge of personal software packages to perform word processing and spreadsheet activities
* Excellent written and oral communication interpersonal and telephone skills
* Three years of administrative experience in an academic or medical center environment preferred
* Experience in increasingly responsible positions that requires handling sensitive and confidential information preferred
* Extensive project management skills and negotiation experience required
* Must be able to maintain a calm and courteous demeanor and to work productively