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# Example of Education Administrator Job Description

Our innovative and growing company is hiring for an education administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for education administrator

* Maintaining detailed attendance records
* Ordering instructional and office materials as required
* Additional tasks as needed – may require driving to off-site locations
* Coordinates timely and accurate communications to students including enrollment confirmations and relevant notifications working with the Manager of Student Services
* Facilitate and streamline frontline communications and support Open Campus students
* Supports budget implementation, supplier payments, expense reporting and travel support for program directors and tracking of this activity working closely with the Director of Operations and Finance
* Processes hiring paperwork for student workers, IC approvals and invoices
* Liaises on behalf of Open Campus academic offerings with various university offices including Registrar, Student Financial Services, Advising, Admissions, IT and Facilities
* Provides logistical support for, and represents Open Campus at public and private events
* Provides program data and support to Manager, Course Planning and Associate Director of Faculty Affairs to help inform planning and decisions

## Qualifications for education administrator

* Customer oriented – mindful of customer needs and how to satisfy them
* Three years of experience administering grants, budgets, and project management
* Exceptional interpersonal skills and professionalism as a collegial team member, with the ability to influence and build working relationships with a diverse group of constituents​ throughout the state
* Strong leadership, facilitation, and strategic planning skills with demonstrated effectiveness in managing work teams and providing conflict resolution
* Ability to maintain a high level of fiscal competence by attending conferences, training courses, and workshops
* Collaborates with course leadership to administer courses in respective clinical areas