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# Example of Education Program Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of education program coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for education program coordinator

* LMS point person
* Address student’s personal, housing, financial and/or academic needs due to a crisis
* Make appropriate referrals to support networks and/or resources in the Tucson community (victim witness, Southern Arizona Center Against Sexual Assault)
* Serve as a hearing officer for Policy and Procedures violations appeals as assigned by Residence Life
* The mission of the Northwest Indiana Area Health Education Center (NWI AHEC) is to improve health by recruiting, educating, and retaining healthcare professionals for underserved communities in Indiana
* Work with social media, local medias (newpapers, radio, ) to promote AHEC programs and accomplishments
* Manage existing and assist in development of new programs and partners
* Schedule meetings, order supplies for meetings, trainings, programs and conferences
* Medical student clerkship administration
* Work closely with the Program Director to review and manage duty hours and reporting issues or concerns to the program director and fellow

## Qualifications for education program coordinator

* Exercises good judgment, discretion and diplomacy in communications
* One year previous experience in administration and/or office management in an academic health care setting preferred
* Bachelor’s (equivalent work experience described below may be substituted for education)
* Minimum of 3 years academic administration or program coordination in a high education setting
* Skilled in using various software applications and or practical knowledge of - , Microsoft Office Suite, Adobe Connect, Adobe Photoshop, Adobe Acrobat Professional, Blackboard, RedCap)
* Ability to assemble, manipulate and format data and reports