Downloaded from <https://www.velvetjobs.com/job-descriptions/education-program-coordinator>

# Example of Education Program Coordinator Job Description

Our company is growing rapidly and is looking for an 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

* Manage program operations budget and reimbursements to residents/fellows/faculty
* Fund raises and manages expenses to budget for annual Cotton Conference meeting
* Provides back-up support for other administrative positions and participates in shared duties of support staff
* Maintaining various sensitive documents pertaining to accreditation and regulatory compliance
* Supporting insurance management and reimbursement functions
* Oversee supply purchases for the department, including general office supplies and educational materials
* Performs other tasks/duties as assigned
* Assist GENC program director and admissions committee members as needed on recruitment interview days to ensure candidates’ comfort and the smooth flow of interviews, post-interview transportation needs
* Work with GENC program director and section business manager to complete and submit needed paperwork for incoming student onboarding to CHCO, non-employee staff entry forms
* Process and distribute course evaluations and maintain copies for accreditation review

## Qualifications for education program coordinator

* Ability to work well under pressure and deadlines, to prioritize work load, to handle difficult situations, to interact with the senior leadership general constituency within a diverse environment, and to maintain confidentiality of data and information
* Preference for experience with Banner and Adobe Connect
* Availability and willingness to travel and to work early morning and evening hours regarding recruitment, informational sessions, and/or for online support
* 3 years’ experience preferred working with ACPE
* Use of basic office equipment (e.g., photocopier, voice mail, "fax" machine, calculator, multiple line telephones, typewriter, computers )
* Evaluates policies and procedures