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# Example of Real Estate Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of real estate 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 real estate coordinator

* Recruit and correspond with student candidates and provide information about the program including academic and career advising including prospective employment options, courses, and curriculum matriculation
* Manage admissions and enrollments and work with academic advisors to properly place students within the degree and certificate programs
* Consult and coordinate with potential public and private agencies and private companies for potential development, internship and practicum opportunities
* Manage the course approval and room and course scheduling process including development of syllabi with instructors, submission of new course forms and modification forms to registrar’s office, tracking the approval process and coordinating with the Graduate College
* Develop and liaise with other academic and non-academic units (Eller College, Regional Development, Law, Institute of the Environment, Urban Land Institute, ) to develop educational, research, and outreach opportunities
* Report to the director of the School of Landscape Architecture and Planning, with close coordination with the CAPLA dean and faculty
* Processes applications for agents joining or leaving Metro Referrals
* Supervises up to 20 subcontract employees
* Determines, in consultation with Real Estate Services and business unit management, the definition and requirements for each assigned project -- including location, desired results, desired completion date, allowable cost parameters, funding sources, RES and business unit interfaces, special environmental or regulatory considerations, and all other information required to create a complete and comprehensive project plan that when executed will meet the defined requirements
* Prepares and seeks appropriate management approvals of project plan including work specification, schedule, and budget

## Qualifications for real estate coordinator

* Prepare site tour packages as needed
* Possession of an architect or professional engineer license
* Support our signage team by providing/uploading required info on an as needed basis
* Ability to work with complex and confidential documents and reports
* Minimum of 5 yrs of real estate Coordinator and/or administrative assistant experience required
* Minimum of 2 yrs of college experience required