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

# Example of Section Coordinator Job Description

Our company is searching for experienced candidates for the position of section 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 section coordinator

* Maintain volunteer records for each individual overall program
* Assist Patient Services department with Information & Transportation duties when needed
* Assist with purchase reconciliation when needed
* Assist answering incoming patient calls to department
* Evaluate currently used, , new and proposed instruments following guidelines set forth by the Administrative Technologist, Pathology Directors, and regulating agencies (i.e., CAP, HCFA, FDA, State of California)
* Assists supervisor and/or department head in meeting department regulatory agency requirements (CAP)
* Coordinates the activities of technical and/or non-technical functions of the department on assigned shifts under the supervision of the department supervisor, manager, or director
* Functional areas of responsibility may include, but are not limited to technical discipline areas in which department is licensed, specimen collection, specimen processing and specimen referral testing
* Supports the department Manager/Director in achieving department goals for service, quality, regulatory compliance, financial performance, patient satisfaction, healthy work environment, and integration of intra and inter-departmental activities
* Develop and implement long-term goals for programming, services, education and assessment of compliance efforts relating to Title IX and Section 504

## Qualifications for section coordinator

* Demonstrated ability to supervise and instruct laboratory personnel in departments of the clinical laboratory
* Remain calm and composed during emergency and stressful situations
* 2-Year/Associate Degree, Science, 4 Year/Bachelor’s Degree in Medical Technology preferred
* State of Florida Medical Technologist License
* 3-5 years as a Medical Technologist
* Display Initiative in Decision Making