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# Example of Staff Coordinator Job Description

Our company is searching for experienced candidates for the position of staff coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for staff coordinator

* Perform other duties that may be assigned by Supervisor
* Assists with the delivery of the curriculum
* Coordinates logistical arrangements for curriculum and assessment activities
* Coordinates posting lectures to Mediasite
* Assists with tracking student compliance with University policies
* Facilitates the accurate and timely “wrap up” of assigned sections
* Assists with proctoring all exams including those administered during extended work periods
* Monitor databases for student compliance with standards
* Designs and maintains databases as requested

## Qualifications for staff coordinator

* Requires computer literacy and an understanding of medical/professional terminology and proficient communication skills
* AA degree in Medical Staff Sciences or Certified Professional Medical Services Management (CPMSM) or Certified Provider Credentialing Specialist (CPCS)certificate is preferred
* Applicant may substitute education and significant related work experience
* Experience in a Medical Staff Services Department, Health Information Services Department, Quality Integrated Services Department or other acceptable health care setting is required
* Incumbents must have previously demonstrated an ability to set priorities, manage time, and to effectively work independently
* The incumbent must have demonstrated abilities to professionally handle public contact, highly sensitive and confidential information and maintain effective workflow systems