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# Example of Student Coordinator Job Description

Our company is looking for a student coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for student coordinator

* Assists in the development, editing and distribution of recruitment items, brochures, and documents
* Prepares monthly summary reports and documents reporting to Project Investigators
* Works closely with faculty, staff, and project investigators to meet recruitment goals
* Assess recruitment programs and events for effectiveness and impact
* Develops work plans in accordance with established division objectives and funding limitations
* Knowledge of student media law and media technology
* Budgeting and managerial experience
* Mentoring, advising and interpersonal skills
* Leads the development, assessment, implementation, and execution of program(s) and initiative(s) related to a specialized area of focus
* Performs other duties as assigned including participating in and supporting CSE special events and activities, representing the CSE at university-wide events and activities and serving on committees

## Qualifications for student coordinator

* Knowledge of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the GI Bill and VA Vocational Rehabilitation benefits, opportunities and available financial supports
* Demonstrated understanding of the accommodation needs of students with disabilities and/or injuries
* Previous military experience, current veteran status
* Minimum of two years working with individuals with injuries/disabilities in an educational or community-based setting as an occupational therapist or in another related capacity
* Awareness of academic and student support programs available in higher education
* Proficient with computer applications such as Access, Excel and Outlook