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# Example of Student Services Coordinator Job Description

Our growing company is looking to fill the role of student services coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for student services coordinator

* May serve as program support for other Graduate Programs students and teams as needed
* Help to organize and coordinate Welcome Week programs
* Serve as textbook coordinator
* Serve as a roster contact
* Provide guidance in navigating administrative systems including iPOS, ProQuest, travel grants, reimbursement requests
* Responsible for understanding and clearly communicating degree requirements, opportunities, and deadlines for each of the degrees to faculty advisors, degree and program coordinators, associate director students
* Responsible for oversight of processing of applications and maintenance of student records using internal and external systems
* Serve as Roster Contact for graduate level courses
* Review and administer student records, analyze data, and make recommendations that require interpretation and influence decisions on routine issues
* Develop and implement recruitment efforts for students new partnerships to participate in the NetMath Partner High School program

## Qualifications for student services coordinator

* Experience with Student Services systems and databases Customer Service Management platforms (PeopleSoft, Salesforce, Dashboards, AdAstra)
* High level of accuracy and attention to detail is essential for this position
* Stress resistant, able to handle high volume
* Advanced English, third language is a plus
* Experience in customer service / sales
* High communications skills and team work