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

# Example of Student Services Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of student services coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for student services coordinator

* Responds email, phone, and salesforce inquiries (prospective student, current students, faculty, alumni, ) in a timely manner using effective interpersonal communication, critical thinking and problem solving skills and methods as appropriate to address questions and/or concerns
* Office of Institutional Equity and JHU Disability coordinators to share and review information and administer accommodations
* Internal JHU and Carey offices to share information and make arrangements Operations to reserve space, Parking and Transportation to request shuttles
* Vendors such as catering, off-site venues, transportation companies, promotional companies, speakers to inquire about availability, costs, placing orders
* Disability Service Providers to ensure that accommodations are provided to registered DSS students
* National Organizations to share and request information and place orders AHEAD list-serves, request webinars and membership purposes
* Parents of incoming students who may have questions
* Plan follow-up activities to help students select a career path and begin or continue their personal development plans for education and future employment goals
* Develop systems, structures, and sustainable practices to deliver support services from school staff members and external agencies
* Develop and lead assets-based cultural practices, traditions, and celebrations at the school

## Qualifications for student services coordinator

* Student advisement, case management and/or victim services experience
* An understanding of college student development and educational, cultural and social needs of a diverse student population
* Experience working with a diverse student population and sensitivity to the experience of underrepresented groups and first generation students
* Ability to foster self-advocacy to manage academic, personal and fiscal responsibilities
* Ability to establish strong working relationships across campus constituencies
* Demonstrated ability to communicate effectively, verbally and in writing, with students, faculty, staff and community members