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

### Responsibilities for academic coordinator

- Evaluates transfer transcripts from other academic institutions for equivalencies and applications to degree program
- Maintains student files and records
- Leads academic success staff in the provision of academic advising, recruitment/retention, and/or academic program functions for students to ensure needs of students are met for successful completion of program of study
- Provides academic advising and/or interacts with students in support of academic success regularly, but no less than 50% of time
- Leads pre-health advising activities to ensure needs of students are met for successful application to health professional schools
- Provides pre-health advising and/or interacts with students in support of pre-health success regularly, but no less than 50% of time
- Assists students to become familiar with the requirements for professional schools including chiropractic, dental, medical, naturopathic, occupational therapy, pharmacy, physical therapy, physician assistant, podiatry, and veterinary
- Uses eAdvisor, NAAHP, and other health professions advising resources, assists students to understand professional school GPA requirements, identify prerequisite courses, and make timely progress towards applying to health professional schools
- Coordinates workshops to engage a variety of pre-health students
- Assists in development and dissemination of information via pre-health
Qualifications for academic coordinator

- Provides feedback to students through one-on-one meetings, personal statement reviews, and mock interviews
- Monitors student progress and tracks student success through a variety of reporting tools
- Works closely and collaboratively with students, faculty, and staff to ensure student success
- Acts as college/department liaison to current and prospective students, faculty, staff, and external groups on issues related to health professions advising
- Acts as a college/department liaison to department, college, and university committees on issues related to health professions
- Utilizes a variety of university data and programmatic direction to promote student success