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

Responsibilities for academic coordinator

- Conceptualizes and creates promotional materials, establishes and maintains the school’s social media presence (Facebook, Twitter)
- Assures student records and information are protected in accordance with university policies
- Works under deadlines, manages multiple responsibilities and duties, with interruptions, and in unclear and/or changing situations
- Performs their duties and responsibilities as assigned
- Coordinates hourly schedules of sessions
- Advise staff, students and others to provide technical advice, problem solving assistance, answers to questions and program goals and policy interpretations
- Develop and implement learning strategies for at-risk student-athletes
- Assist with all operations and logistics in assigned tutoring area, including managing tutoring reception desk, departmental tutoring rooms
- Develop and oversee individualized support plans for assigned student-athletes through use of structured study hall, midterm U meeting, time management, study skills development and learning strategies
- Create and maintain weekly student-athlete assessment reports and communicate concerns consistently and in a timely manner with the Senior Academic Coordinator, Assistant Director, Assistant AD, Associate AD and coaching staff

Qualifications for academic coordinator
• A degree in Business Administration is essential with Post Graduate qualification an advantage
• Communicate with faculty regarding student-athletes’ class progress
• Collaborate with scheduling and coordinating student-athlete events in conjunction with the Total Person Program
• Understand the institutions interpretation of FERPA rules for the release of student information to faculty, parents, students, coaches