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

### Responsibilities for academic coordinator

- Researches various topics for faculty members relating to surveys and Hopkins generated inquiries
- Performs all duties in a professional and timely manner
- Prepare and revise materials for labs, prep meetings, and training sessions including case studies, notes, handouts for students
- Mentoring of students in research for MS and Ph.D
- Provide support to students in the areas of academic advising, mentoring, the development of individualized educational plans, registration assistance, class selection, and major/career selection
- Track academic progress of assigned students and coordinate activities and programs that enhance student success
- Make appropriate referrals to students in need of additional assistance
- May assist with the implementation of the 105 Credit Holds outreach and intervention program
- Assist with the implementation of the First-Alert program (students on warning, probation, or continuing probation)
- Serve on the Student Outreach Services Team to plan, coordinate and assess orientation and outreach programs (i.e, Summerstart and Transitions orientation/advising sessions)

### Qualifications for academic coordinator

- Minimum of 3 years administrative office experience required, preferably in a higher educational setting
• Advanced computer proficiency a necessity, including knowledge of building and manipulating Excel spreadsheets, creating and editing presentations using PowerPoint, and the ability to conduct effective Internet research
• Must be able to take initiative, prioritize, and complete work with minimal supervision in a fast-paced environment
• Develop, coordinate and present quarterly workshops, presentations, and panels on academic success, personal growth, and development to students served by the Student Outreach Services department
• Develop programs that promote social and cultural integration to students served by the Student Outreach Services department