



Example of Coordinator, Academic Job Description

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Our innovative and growing company is hiring for a coordinator, academic. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for coordinator, academic

- Oversees undergraduate academic advising processes within the school including 1 to 1 and group advising, monitoring student progress, assisting students with exploring academic options, counseling students and advisors on resolution of complex academic issues
- Supervises, trains, and evaluates the day-to-day activities for undergraduate advising team members and oversees all of their academic advising, recruitment/retention, and student support activities
- Provides academic advisement to students in the undergraduate programs
- Communicates with university partners including the Registrar's Office, Undergraduate Admissions, and the Engineering Dean's Office in regards to recruitment, retention, records, and enrollment and to resolve or assist with the resolution of sensitive issues
- Serves as a liaison between undergraduate advising staff, program chairs, Engineering Dean's Office and other university student support programs
- Works closely with Engineering Dean's office, program chairs and Assistant Director, Academic Services, regarding academic standards and curriculum implementation
- Leads academic success staff in the provision of academic advising/coaching, career and resume coaching, program functions for students to ensure needs of students are met for successful completion of program of study
- Provides academic advising and career coaching and/or interacts with students in support of academic success regularly, but no less than 50% of

- Oversees and coordinates annual Career and Internship Fair, involving 30 plus science organizations and close to 500 students directed to the retention and success of the student population
- Directs and develops internship program

Qualifications for coordinator, academic

- Acts as a team leader or senior resource for professional and/or support staff
- Monitors student academic progress and program effectiveness through a variety of reporting tools including eAdvisor
- Acts as a college/department liaison to current and prospective students, faculty, staff and external groups on issues related to academic success
- Works collaboratively with academic units and services throughout the university to facilitate comprehensive student support
- Utilizes a variety of university data and programmatic direction to promote student academic success
- Provides academic advising, orientation, outreach and retention activities, and other student support programs within the School