



Example of Curriculum Coordinator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of curriculum coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for curriculum coordinator

- Track insertion orders and marketing commitments against budget
- Maintain spreadsheets of marketing commitments and paid invoices, with departmental breakouts and invoice status and details
- Assist with processing approval forms and statement of work documents for vendor and freelancer projects
- Monitor curriculum team email account, coordinate related communication, and update related documentation
- Schedule web-based meetings (using the GoToMeeting and Outlook tools) for curriculum team meetings that may include contractors, faculty and vendors
- Maintains up to date contact information for speakers and staff
- Communicates information about donations of professional fees to Alumni Development
- Provides service for non-curricular activities requiring student documentation
- Accurately and timely format and proof documents for learning activities from faculty and guest lectures
- Assists in the resolution of curriculum issues

Qualifications for curriculum coordinator

- Experience with Microsoft Office Suite, especially Excel
- Familiarity with marketing analytics, with preferred experience in using Google Analytics

- Associate's degree from a regionally accredited institution required
- Minimum of 1 year of experience working in an administrative capacity required