



# Example of Curriculum Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of curriculum coordinator. 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 curriculum coordinator

- Ensure all students have access to necessary systems at each site
- Maintain the elective catalog and update elective resources
- Serve as a liaison between students and faculty
- Ensure consistency of educational experiences across sites
- Track student experiences and evaluations
- Work closely with the Director of Student Electives on student communications and administrative tasks related to elective management
- Facilitate the clinical site orientations at the beginning of each rotation
- Onboard new site faculty and staff
- Participate in monthly coordinator meetings
- Point person for all policies and procedures related to medical education, ensuring faculty and staff are up to date

## Qualifications for curriculum coordinator

- A master's degree in education, health care-related field or business and 2-3 years professional experience
- Bachelor's degree in education or a related field preferred
- 1-3 years in a marketing support or operations role
- Knowledge of higher educational institutions as normally obtained through exposure to a college or university setting preferred
- Proven experience performing administrative and technical activities in an

