



Example of Curriculum Coordinator Job Description

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Our company is looking for a curriculum coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for curriculum coordinator

- Train elective directors and coordinators on systems and policies
- Track faculty development across the sites
- Be accessible to students, residents and faculty for assistance with student problems related to the clerkships at affiliate sites or electives
- Serve as liaison between clinical site and medical school
- Partner with the ASM Course Coordinator to manage day-to-day operations of the ASM clinical sites and LCE programs and serve as the bridge between students, patients and faculty
- Responsible for tracking, analyzing and managing large amounts of information and data
- Prepare, distribute, and track course and faculty development materials and assignments
- Coordinate all details for course activities and clinical site assignments, from space allocation to evaluations
- Organize small group student debriefing sessions for LCE
- Track and maintain faculty recruitment, availability, and teaching time

Qualifications for curriculum coordinator

- Must have the ability to coordinate various activities and projects simultaneously
- Prior clerical, administrative and/or customer service experience preferred

personnel

- Must be results oriented and able to manage various projects or tasks at one time
- Superior skills in MS Office Suite including Excel, Word, Adobe Suite and PowerPoint and skills
- Proficiency in learning/training on new software