

Our innovative and growing company is looking for an education 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 education coordinator

- Assists with the development of the annual physician education calendar, including publishing of individual deadlines related to the time, location and content of the training to be delivered to the customer and field sales force
- Coordinate and assess events and programs that focus on industry and function-specific topics (online and in-person programs, workshops, networking events)
- Collaborate with functional and industry-related student groups departments and campus units to plan and deliver industry-related programming
- Work with the Marketing team to create marketing strategies for initiatives
- Collaborate with program coordinator in planning and implementing meetings, educational field trips, training sessions, teaching schedule, college visits, museum events and other activities
- Support and facilitate training sessions for high school and middle school program participants focusing on various scientific subjects and teaching methods
- Ensure quality and consistency of communication with program participants, parents and teachers
- Supervise, support and evaluate students as they teach and participate in program activities to ensure program goals and expectations are met
- Transport students to and from teaching assignments and educational activities
- Track relevant program data in alignment with program and reporting needs

Qualifications for education coordinator

- Two or more years experience with the operations of patient accounting departments required
- Familiarity with UCSOM, GME, UME, CME, ACGME and ABA requirements
- Two to four years of professional early childhood education teaching experience required, infant and toddler units mandatory
- Strong interpersonal, communications and diplomacy skills
- Effective use of Outlook, Word and Access
- Respond with a sense of urgency and respect to ensure friendly and helpful service for every customer