



Example of Program Coordinator, Senior Job Description

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Our company is searching for experienced candidates for the position of program coordinator, senior. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for program coordinator, senior

- Manage operations of Graduate Teaching Mentors (GTM) and Graduate Teaching Fellows (GTF) programs, including assisting with recruitment, application, scheduling, and event planning
- Coordinate teaching observation requests
- Troubleshoots discrepancies and determines appropriate corrective actions to be taken
- Oversees the development and planning of the internal review process, recruitment, orientation and graduation activities
- Contribute to the professional development of residency coordinators at Mount Sinai through mentorship of junior coordinators and active participation in coordinators meetings organized by the GME Office
- Provides administrative oversight for all residency and fellowship programs and meets the secretarial needs of the programs as required
- Coordinates with House Staff Affairs and Human Resources to ensure completion of documents received from ERAS (Electronic Residency Application System) for appointment of house staff applicants
- Serves as resource for all house staff personnel
- Prepares resident/fellow schedules, which includes didactic lecture series, grand rounds and calendar of events
- Maintains and monitors records of resident/fellow attendance for all required educational activities, including conferences and other didactic experiences

- Plan and execute various sustainability programs such as Green Cup, Trash Tacklers, Zero Waste, Bike to Campus, and other related EPA ENERGY STAR program initiatives
- Generate program ideas, provide resources, and support campus-wide sustainability awareness efforts
- Support sustainNU communication efforts with developing new web and print materials, publications, and resources for sustainability outreach, assisting with special communications project coordination as necessary
- Support Strategic Sustainability Plan working group efforts
- Assist with planning and coordinating of wide variety of public events, workshops, meetings, trainings, and conferences
- Provide support to campus/community for sustainability related aspects of events such as Wildcat Welcome, Earth Week, Streets Alive