



Example of Program Coordinator, Senior Job Description

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Our company is looking for a program coordinator, senior. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for program coordinator, senior

- Develops, coordinates educational, training and research processes and activities related to wellness and healthy lifestyle projects, developed and implemented in the Mediterranean region (Greece, Italy, Cyprus, Turkey)
- Develops, performs and evaluates for efficiency all administrative, teaching, and research related activities
- Organizes, administers, and coordinates multiple facets of programs, projects, and/or processes with the planning, preparation, evaluation, and control of communications, events, records, statistics, reports, and documents
- Works with students for placement in programs/internships and has an external focus for completion of successful initiatives
- May assist in research support activities
- Carries out routine and semi-routine work within work parameters for the unit autonomously
- Work is consistent with an understanding of the mission, vision, role, and goals of the department, in particular on a holistic approach to system and organismal physiology
- Process new residents, graduating residents, and provide required documentation to the House Staff Office, including licensing, contracts, implementation of the surgery rotation schedule, revisions and distribution, and process of documentation for residents in rural rotations
- Prioritize and arrange meetings, conferences and appointments for AzAHEC Director and Associate Vice President for Interprofessional Education,

- Develop and schedule project work plans in accordance with specifications and funding limitations

Qualifications for program coordinator, senior

- Ability to build partnerships and work effectively with administrators, staff, faculty and students
- Bachelor's in business, accounting or a related field + 2 years program administration or similar experience
- Intermediate to mastery level of MS Office
- Two year degree and years of relevant experience preferred
- Ability to reconcile and analyze data strongly preferred
- No physical demands