



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

- Compile data files on prospective students, review files to determine best candidates based on established criteria and present best of new student applications for review of the departmental graduate studies committee
- Serve as liaison to the Graduate College on behalf of the Department and the individual student
- Review and revise as needed departmental course listings in the semester Schedule of Classes
- Contact Level/Frequency
- Nature of Contacts
- Serve as an active member on the CCR Operations Teams including Finance, Regulatory, Recruitment, Research Coordinators and the Clinical Research Units at Northwestern Memorial Health Care (Central, Northern and Western campuses) and Lurie Children's Hospital
- Assist with student scheduling
- Evaluate procedure effectiveness along with Registrar to develop and implement improved methods
- Collaborate on written materials for public distribution
- Develop newsletters, posters, brochures, and other visuals including websites and social media to aid in delivering the message

Qualifications for program coordinator, senior

- Experience in fundraising or non-profit

and executives

- Excellent organizational, verbal, written, presentation, and interpersonal skills
- Self-starter with ability to make decisions independently
- Ability to handle stress and pressure and meet deadlines
- Must be able to travel through expanded Atlanta metropolitan area