



## Example of Program Coordinator Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking for a program coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for program coordinator

- Perform complex administrative support duties for program directors and managers by coordinating office operations
- Provide detailed information regarding various programs to prospective students
- Under general supervision, establish office procedures and standards, establish priorities and deadlines
- Make conference call arrangements and schedule space for meetings
- Maintain calendars and make appointments related to graduate programs for the faculty directors
- Develop, modify and/or maintain data base management/office record keeping/filing system(s)
- Make travel arrangements for program directors and staff, fellows, and visiting speakers/scholars as needed
- Schedule and prepare program and directors' meeting materials, secure room reservations, draft agendas, and/or take and publish minutes
- Perform complex word processing tasks such as merging and sorting, integrating text with graphics, spreadsheet and data base files, uploading/downloading, and creating footnotes and outlines
- Use spreadsheet and database software to develop and maintain records and data

### Qualifications for program coordinator

- Excellent written and verbal skills skills in electronic communications
- Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles, and adequate automobile insurance
- Compile and maintain reports from student data for fiscal or administrative inquiries
- Help coordinate and arrange event logistics for colloquia, conferences, and flagship events
- Monitor and schedule annual graduate program events such as Orientation, Commencement, and Recognition