



Example of Student Coordinator Job Description

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

Responsibilities for student coordinator

- Supervise the Arts Annex Front Desk and Studio Managers
- Supervise the Masters of Fine Arts Graduate Assistant(s)
- Serve as the primary advisor for duARTS and Arts Annex Board
- Assist with providing advising and event planning support for 400+ undergraduate student organizations
- Oversee the planning and implementation of programs and initiatives such as Campus Center Art Collection, Arts Festival, and Project Arts
- Develops, plans, and facilitates workshops, meetings, recruitment events, campus tours and presentations with high impact on program
- Recommends and monitors compliance with department policies and procedures
- Initiates and prepares administrative reports
- Develop work plans in accordance with established unity and department objectives and funding limitations
- Frequent travel in Maricopa county to recruit new students

Qualifications for student coordinator

- Knowledge of enrollment management, registration, and retention
- Primary advisor for the Center's walk-in, phone, and email regulatory advising
- Serve as the Assistant SEVIS Coordinator to assure SEVIS reporting through batch processing in ISSM
- Use SEVIS and ISSM to prepare and process immigration documents and applications (initial attendance I-20s and DS-2019s, transfers, extensions of

- Deliver immigration presentations to international students and contribute to other programming events
- Maintain active membership in appropriate professional organizations such as NAFSA, Association of International Educators