



Example of Student Coordinator Job Description

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Our company is growing rapidly and is hiring for a student coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for student coordinator

- Collaborating with CSU advocacy offices, Front Range Community College (FRCC) and Veterans Affairs partners in identifying and supporting injured post-9/11 student Veterans with significant injuries and resulting disabilities who are pursuing postsecondary education
 - Assistance with training of CSU and FRCC Student Veteran Peer Mentors
 - Collection of data regarding all realms of service delivery
 - Serving on CCP Team as collaborator and contributor in providing community and campus-based services for referred injured student Veterans
 - Assistance with data collection and analysis for program evaluation and research purposes
 - Maintaining close communication and collaboration with CCP partners, including DVR, VA, the Warrior Transition Battalion, ALVS, CSU partners, and business members from the northern Colorado Business community
 - Providing administrative and analytical assistance with the implementation of various student and academic processes
 - Working closely and effectively interacting with the students, Faculty, Academic Team, Board of Examiners and staff at partner institutions with Operations, Student Experience and Product Management
 - Develops, coordinates, and implements strategic plans for the recruitment of undergraduate and post-baccalaureate students for the Gila Valley
 - Coordinates recruitment campaigns and events for college
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- U.S. citizen or legal permanent resident for DSO (Designated School Official) and ARO (Alternative Responsible Officer)
- Experience working with and advising a diverse population of graduate students, along with creating effective achievement plans that identify learning goals for students' success
- Master's Degree minimum
- Experience and/or knowledge regarding the community re-integration challenges and needs of Veterans/military personnel
- Experience and/or knowledge regarding the manifestation of TBI, physical injuries, and/or PTSD in returning Veterans/military personnel, support strategies to facilitate their academic and life success
- Masters Degree in Occupational Therapy, Social Work, or Counseling