



Example of Student Coordinator Job Description

Powered by www.VelvetJobs.com

Our company is looking for a student coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for student coordinator

- Assists in the development, editing and distribution of recruitment items, brochures, and documents
- Prepares monthly summary reports and documents reporting to Project Investigators
- Works closely with faculty, staff, and project investigators to meet recruitment goals
- Assess recruitment programs and events for effectiveness and impact
- Develops work plans in accordance with established division objectives and funding limitations
- Knowledge of student media law and media technology
- Budgeting and managerial experience
- Mentoring, advising and interpersonal skills
- Leads the development, assessment, implementation, and execution of program(s) and initiative(s) related to a specialized area of focus
- Performs other duties as assigned including participating in and supporting CSE special events and activities, representing the CSE at university-wide events and activities and serving on committees

Qualifications for student coordinator

- Knowledge of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the GI Bill and VA Vocational Rehabilitation benefits, opportunities and available financial supports
- Demonstrated understanding of the accommodation needs of students with

- Minimum of two years working with individuals with injuries/disabilities in an educational or community-based setting as an occupational therapist or in another related capacity
- Awareness of academic and student support programs available in higher education
- Proficient with computer applications such as Access, Excel and Outlook