



Example of Student Coordinator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of student coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for student coordinator

- Liaisons with program students, faculty, staff, administration, and external constituencies in facilitating program objectives
- Performs need assessment, evaluate and analyze student support services effectiveness
- Prepares reports as needed, assists in accreditation reviews
- Prepares and presents program budget proposal and recommendations
- Serves as staff liaison to student organizations and alumni
- Sets and enforces standards for school culture, including behavior, performance, and attendance
- Monitors progress of school and regional goals, including academic, attendance, and student discipline
- Oversees disciplinary action and positive behavior reinforcement for the school, including individual behavior plans and interventions
- Provides feedback and monitors student culture to ensure expectations are met
- Oversees and supports KIPPster character education, recognition, and celebration

Qualifications for student coordinator

- Demonstrated experience in collaborative efforts (with an emphasis on diplomacy, patience, tact, and flexibility)
- Experience and expertise with program development, funding procurement

- Working knowledge of Title IX, VAWA, ADA, Title II, FERPA and other regulations that will govern work with students
- Ability to understand needs of various stakeholders and work on compromises to overcome challenges
- Organized and able to work on multiple projects at a time