



POSITION DESCRIPTION

Business School Academic Program Coordinators (2)

Accounting & Computational Sciences Program Coordinator

Marketing & Management Program Coordinator

Overview

Under the direction of the Dean of the School of Business, the Academic Program Coordinator(s) administers, coordinates, and provides educational support and coordination for the academic programs offered by the School of Business. The Program Coordinators will also be qualified to teach courses in-person or on-line in the programs that they will supervise.

Responsibilities

- Oversees general operations; processes and maintains necessary paperwork, records and files required to support academic program (registration, advising, strategic planning, faculty evaluation, professional development, etc.)
- Monitors compliance with admission requirements, scholastic standards, plans of study, course and graduation requirements.
- Is responsible for proper registration, including rosters, grade reports and academic records.
- Advises candidates for degree program regarding program planning and course selection.
- Works with Dean and Senior Director of Enrollment Management in reviewing admissions information, interviewing applicants, evaluating credits and recommending appropriate action for admission to program.
- Responds to inquiries from students, faculty and others regarding program policies, procedures and requirements.
- Compiles data and prepares reports to aid in evaluating student progress and program effectiveness; may recommend changes or improvements.
- Performs related duties as required.

Minimum Qualifications

- Master's degree in appropriate field, terminal degree preferred.
- Faculty or Instructor appointment.
- One-year related work experience in an academic environment.
- Ability to interpret educational records, applications and other related information and assist individuals regarding their educational objectives
- Ability to manage and perform administrative functions.
- Demonstrated interpersonal skills and written/verbal communication skills.
- Demonstrated experience in student recruitment.
- Facilitate partnerships with prospective employers.