

Coord, Academic Center

Job Code 50018675

General Description

Responsible for providing professional support to an academic center.

Examples of Duties

Coordinate activities for the center's students.

Oversee course substitutions for graduate and undergraduate and program exceptions.

Provide information concerning departmental requirements for graduate and undergraduate curriculum.

Coordinate international exchange fellowship programs.

Act as liaison between the center and other programs/areas.

Perform other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of: University, college and department policies, degree programs and curriculum, undergraduate/graduate curriculum revisions, factors influencing recruitment and retention of students, entrance criteria of professional schools.

Skill in: Preparing correspondence, reports, interacting courteously with others, prioritizing work.

Ability to: Understand and interpret department, college and university academic standards, compute GPAs, perform intermediate math, explain degree requirements, policies and procedures, establish rapport with others, create and update materials, train and supervise others.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements