

## **Academic Program Coordinator Job Description**

### **Qualifications:**

Full-time faculty member, as assigned by the College Dean

### **Responsibilities:**

- 1. Coordinates program curricular changes and annual program assessment activities and report submission to the Chair and Department of Institutional Effectiveness.**
2. Enlists support from program faculty and provides recommendations to the Chair for the following:
  - a. course offerings during the fall, spring and summer semesters.
  - b. adjunct faculty within the discipline.
  - c. updates two year schedule on an annual basis.
  - d. advises majors in the discipline or coordinates faculty in the program to assist with advising.
  - e. coordinates ongoing review of curriculum and program requirements (i.e., program entrance requirements, alignment of program curriculum to standards).
  - f. coordinates marketing of program as needed (which includes oversight of website, brochure development, and/or outreach to other institutions in the area).
  - g. coordinates the development, administration, and scoring of comprehensive examinations, as applicable.