



STUDENT SERVICES COORDINATOR

The Student Services Coordinator will provide customer service to all students on the campus. The Coordinator will manage all student activities on the campus. S/he will be reporting to the Academic Dean and will help to organize the campus events and academic processes. The Coordinator must maintain and exemplify the highest level of professionalism.

Essential Job Duties and Responsibilities:

- Monitor students' attendance and academic progress.
- File and maintain student academic records and all necessary paperwork.
- Process incoming transcripts and test scores by entering information into student database.
- Schedule student testing and maintain and update appointments for Admissions Office and DSO.
- Provide assistance to Academic Dean.
- Assist with student services events on campus, including enrollment/registration, Open House and Welcome Week.
- Order supplies, textbooks, and support material as needed/necessary.
- Consistently abide by FERPA regulation in regards to student information.
- Assist in stock inventory of Academic Department.
- Provide campus open/closing duties if applicable.
- Maintain a pleasant appearance of the reception area.
- Attend all required meetings and trainings.
- Perform all other duties as assigned by Campus President or Academic Dean.

Required Knowledge, Skills, and Abilities:

- BA degree is required.
- Minimum of two years full-time work-related experience.
- Proficiency in computer applications including, but not limited to, word processing, spreadsheet, and database.
- Effective oral and written communication skills, including ability to interact professionally with students, staff, faculty and the general public.
- Strong organization skills with ability to multi-task.
- Ability to work independently, as well as in a team environment.
- Ability to abide by FERPA regulations in regards to student information.
- Physical and emotional requirements (the incumbent may be expected to perform the following during any part of the working day): speaking, listening, hand/eye coordination for computer use and consistency of temperament.

Compensation:

- \$28,000 – 30,000/full-time. Subject to experience and level of education.