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.

*Final 8.31.15*