

Title: #IV-13C. Academic Program Coordinator Position Description

Date: October 23, 2023 (Replaces version dated August 29, 2012)

Academic Program Coordinators will receive an appointment letter at the beginning of their term of appointment indicating their responsibilities as an Academic Program Coordinator. Academic Program Coordinators **may** receive up to three credit hours reassigned time upon recommendation by the division dean and approval of the Vice President for Academic Affairs. General duties and responsibilities of an Academic Program Coordinator include the following:

- Advising students and ensuring that they are matriculating appropriately through the degree program; this includes working with the Professional Advising Center to transition students from professional advising to faculty advising
- Serving as a liaison with the internal and external community on behalf of the program; When appropriate, works closely with workforce to assist in representing college at company meetings.
- Preparing preliminary class schedules and recommending to the division deans appropriate adjunct faculty qualified to teach in the program;
- Monitoring the budget associated with the program;
- Ordering materials needed for the program following approval by the division deans;
- Preparing any reports needed by the institution regarding the program; this involves working with faculty/staff to collect data and information needed for the report(s)",
- Overseeing the program advisory committee meetings;
- Providing support for those teaching in the program area;
- Orienting new faculty (full-time and adjunct) in the program area;
- Works with recruiting to assist with faculty schedules in the representing programs at recruiting events.

- Other responsibilities determined by the division dean that are specifically related to the program and approved by the Vice President for Academic Affairs.

Responsible Administrator: Vice President for Academic Affairs, 304-424-8242