

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Academic Coordinator	SALARY GRADE:	HU-12
DATE REVISED:	December 1, 2014	EEO CODE:	02
JOB CODE:	4025	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

competitions, educational and career activities, and activities with other TRIO Programs.

Assist with the development of the staff manuals, student handbooks, and instructor manuals.

Coordinates the academic year and summer residential program components.

CORE COMPETENCIES:

Demonstrated experience in counseling students in the higher education setting and advising students on academic requirements.

Ability to analyze complex problems and recommend solutions to ensure all University policies and procedures are adhered to for the preparation of reports, accomplishment of assignments, and completion of program requirements.

Ability to use standard computer based programs associated with college and university enrollment management and academic record keeping in a windows operating system.

Competence in both oral and written English.

Ability to establish and maintain effective and harmonious work relations with students, faculty, staff, university officials and the general public.

Knowledge and experience with TRIO Programs.

Knowledge of elementary statistics.

Knowledge of pre-college academic requirements and skills needed to be successful in college freshman level courses.

MINIMUM REQUIREMENTS:

Bachelor's degree in closely related field and minimum of 3-6 years of relevant experience. 11 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

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SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation & Performance Management

DATE: _____