Academic Coordinator
Job Description

Position Classification: Salary, part-time
Contract Hours: 25-30 hours
Reports to: Program Director
Compensation: $15-$17, commensurate with experience
Location: Gainesville, North Miami Beach, Remote

Position Overview:
The Academic Coordinator is an integral part of FSTM operations. The position requires excellent organizational skills, experience with academic administration and familiarity with the academic and clinical aspects of the FSTM program. The Academic Coordinator works closely with the Executive Director and the Program Director to properly plan for educational needs, support student learning, and continually improve the curriculum and for students. This position requires the ability to work collaboratively with all other staff members and to function independently and agilely without requiring large amounts of direction. The ideal candidate is someone who is comfortable with transformative change, understands the FSTM student experience, and is willing to work toward continual improvement for FSTM students. In addition, all FSTM staff members are committed to cultural humility, cultural and racial safety for all stakeholders, and committed to continual improvement to educational equity for all students.

Responsibilities:
- Oversees and manages all academic coursework
- Coordinates a highly performing academic team
- Delegates to administrative assistant or other department support staff as needed
- Assures that services are provided within the organization’s education model
- Aligns programs with all regulatory standards and ensure compliance
- Works with the the FSTM program team to develop organizational, strategic and operational initiatives
- Maintain institutional awareness of trends in education; updates Program and Executive Directors on such trends
- Maintains the student information system and permanent student files
- Works collaboratively and seamlessly with the Clinical Coordinator on curriculum and student matters
- Ensures curriculum updates aligns with shifts in regulatory changes
- Facilitate curriculum work sessions, Curriculum Committee meetings and act as Curriculum Committee member
- Maintains academic files each semester
- Creates and maintains academic calendar, course scheduling, and class calendars
- Oversees hiring and onboarding of faculty
- Arranges professional development opportunities related to adult learning
- Organizes and facilitates instructor meetings
- Arranges instructor evaluations with the Program Director
- Liaises between instructors/students/administration
- Participates in Aspiring Student meetings
● Serves as a member on the admissions committee
● Participates in new student orientation
● Reviews and approves advanced standing requests at point of admission, work with evaluator as necessary
● Reviews annually or as needed academic status of students, including grades, SAP, course evaluations, etc.
● Initiates and facilitates performance review meetings, maintain files and follow-up; facilitate academic counseling with students and Performance Reviews
● Maintains MEAC & DOE standards under the direction of the Program Director

Qualifications:
● BA/BS preferred
● Must be proficient with Microsoft Office Suite, willing to learn campus management systems
● Experience in education and/or women’s health preferred
● Experience in non-profit organizations, preferred
● Good communication skills required, with a high degree of awareness of and appreciation for the student experience
● Comfort with high-performing collaborative work environments required
● Comfort with agile work environments a plus