



The Role of the Coordinator - Linda Jenken & Kim Wilmink

Workshop Description:

Successful programs thrive with successful academic teams. Many colleges assign a professor to a special non-supervisory leadership role called “coordinator.” This person’s task is to support student success by completing departmental work and providing effective communication with students, colleagues and college management. Participants will engage in round table discussion of many aspects including leadership, planning and evaluation of coordinating a program. This workshop will also include the perspective of how the coordinator can support the faculty and how the faculty can support the coordinator.

Learning Outcomes:

- Identify activities and tasks that coordinators organize and participate in.
- Describe the roles and responsibilities involved in leading the team to develop, organize, monitor, market and administer programs.
- Identify opportunities in which faculty can support the coordinator and the program team.

Facilitators: Linda Jenken and Kim Wilmink, Fanshawe College

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Resources:

Academic Coordinator - Generic Job Description - Fanshawe College

Guidelines for the Coordinator Role, Lambton College

Position Description for the Coordinator Role, Lambton College