



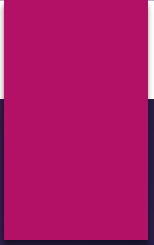
# Welcome to: The Role of the Coordinator

CEDP PHASE 2

# Workshop Objectives

- ▶ 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.





Identify your one “hero” characteristic/trait that can support the role of the coordinator and program team.

What are the roles and responsibilities involved with being a Coordinator?



# Leadership

- ▶ Participate in student recruitment, selection, placement and academic advising to students and faculty.
- ▶ Coordinate program team activities and provide an orientation and curriculum consultation to part-time faculty.
- ▶ Recommend revisions to, and the development of courses.
- ▶ Liaise with College personnel, coordinators at other colleges and other external agencies.

# Planning

- ▶ Advise academic manager on emerging trends in program curricula and on implementation strategies for curriculum revision.
- ▶ Provide input to timetabling decisions and preparation.
- ▶ Identify the need for, and to recommend requirements for facilities, equipment, supplies and maintenance of resources.

# Evaluation

- ▶ Coordinate evaluation of student progress, including recommendations regarding completion, graduation and registration status.
- ▶ Evaluate qualifications of student applicants – make recommendations for admission or re-admission to the program. (e.g. program transfers, advanced standing, PLAR, etc.)
- ▶ Participate in formal program reviews.





How faculty can support  
the Coordinator?



# Resources:

- ▶ Academic Coordinator – Generic Job Description – Fanshawe College
- ▶ Guidelines for the Coordinator Role, Lambton College
- ▶ Position Description for the Coordinator Role, Lambton College