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Academic Coordinators Jobs in Islamabad, Rawalpindi, Pakistan

As an Academic Coordinator , the individual is responsible for overseeing and coordinating academic programs within an educational institution. The role involves collaborating with faculty members, academic staff, and students to design and maintain the academic curriculum. The Academic Coordinator is responsible for monitoring the progress of students, identifying areas where they may need additional support or guidance, and providing individualized assistance as required. They may also be responsible for scheduling classes, organizing academic events, and communicating relevant information with students and faculty members. A successful Academic Coordinator must have excellent organizational and communication skills , strong attention to detail , and the ability to work collaboratively with diverse groups of individuals. Job Specification Original jobs :

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