



Example of Academic Manager Job Description

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Our growing company is searching for experienced candidates for the position of academic manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for academic manager

- Can you build customer confidence?
- Are you able to tackle problems and take independent action?
- Is your manner honest and straightforward?
- Are you able to prioritize and meet deadlines?
- Do you value others' opinions?
- Work hands-on as a senior project manager fully owning the delivery of strategic business projects
- Support project definition activities by helping to understand stakeholders' needs, formulating solution strategies and developing proposals and business cases including cost and schedule estimates
- Develop realistic and achievable project plans
- Schedule, organize, lead, and report on meetings as required
- Estimate labor and non-labor costs the schedules for completing the scope of work and document planning assumptions

Qualifications for academic manager

- Three (3) or more years of relevant experience OR
- Experience in academic leadership within K12
- Online learning experience in the Private Pay Business Unit
- Work collaboratively with IT and other functional management to staff the project, assigning and delegating project work assignments appropriately
- Implement project governance mechanisms such as advisory groups, steering

- Establish project performance management baselines for scope, cost and schedule