



Example of Academic Manager Job Description

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Our company is growing rapidly and is looking for an academic manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for academic manager

- Customer responsibility includes major teaching hospitals, academic centers, Ophthalmology/Optometry (and potentially ENT, Allergy, pediatrics & family practice) department heads, faculty, residents, fellows, students and hospital-based pharmacies
- Coordination of fellow/resident/student handoffs with field sales Work collaboratively with cross-functional counterparts in Surgical and Vision Care
- Work with faculty and subject matter experts to develop new curricula
- Identify innovative sources of students, partner organizations, and training opportunities
- Network with professional organizations and practitioner communities to identify exceptional adjunct faculty
- Seek funding sources and manage grant projects that are in line with the unit's mission
- Manager of Compliance
- Ensure compliance with state accountability and accreditation requirements for school and district reporting and unified improvement plans
- Create regional systems to ensure that local, state, and federal academic compliance
- Assists interpretation of local, state and federal policies, mandated programs, regulations and guidelines

Qualifications for academic manager

- Experience as an instructional designer of online learning content

- Experience with the Canvas, Moodle Learning Management Systems
- IT and/or web-related business analysis roles eliciting and documenting business requirements, managing conflicting priorities, and gaining consensus and sponsorship of action plans
- Experience with the effective employment of use cases in the software development process
- Experience, with a large organization, project managing the design, development and delivery of learning content on a Learning Management System