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# Example of Academic Administrator Job Description

Our company is searching for experienced candidates for the position of academic administrator. 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 administrator

* Assist with identifying merit, excellence and achievement certificate candidates the top students in each year in consultation with the Academic Co-ordinator and assisting with graduation
* Assist with time tabling activities on campus (academic lecturing, exams, invigilation) including assisting in issuing of timetables to students managing student
* Assistance with verification of results and qualifications for external companies Kroll
* Manage school leaders, instructional coaches and educational programs
* Confer with principals, teachers, students, and parents concerning educational and behavioral problems in school
* Ensure implementation of school evaluation system and guarantee evaluation law is met
* Active participation in all school leadership team meetings, national academic leader meetings, and student-focused initiatives
* Confer with school operations, human resources, special programs, and family support director to ensure all school initiatives are met
* Assisting the program directors in advising graduate students and faculty on the policies of the GSBS and the Graduate Program in MPB
* Assisting the program directors with transmission of information from the GSBS office to the graduate students and faculty

## Qualifications for academic administrator

* Working knowledge of public sector hiring practices
* Facilities resource management
* Developing and writing financial reports
* Fiscal reporting
* Managing large volume of financial data
* Analyzing complex bodies of financial data