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# Example of Academic Director Job Description

Our innovative and growing company is hiring for an academic director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for academic director

* Supervision of an Associate Director and two Assistant Directors in meeting their areas of responsibility, which include the coordination of the Engineering Honors Program, Viterbi Academic Resource Center, Merit Research Program
* Assist the Senior Associate Dean as needed in strategic goal-setting and program/process development
* Serves as supplementary advisor to student-athletes in designated program
* Be knowledgeable of TU academic policies and procedures
* Participates in staff development, training, and support opportunities
* Maintains complete/accurate student-athlete files with advising information (documentation from campus advisors, progress toward degree forms, balance sheets, add/drop forms, goals and task sheets)
* Attends meetings as requested and shares information with OASiS staff
* Assists with other related duties as assigned
* Plan, design, and coordinate a range of programs and services that support student academic endeavors
* Lead the hiring, training, supervising, and evaluating tutors, SI leaders, and student assistants

## Qualifications for academic director

* Previous experience as an academic advisor in collegiate athletics
* Administrative experience is desired
* Minimum of FIVE years of a progressively responsible capacity in an education or business environment directing processes, procedures, and activities, participating in the development and implementation of goals, objectives, and budgets
* Must be approved to teach in courses offered by the university
* Demonstrate a high level of conceptual and strategic thinking to establish budgets, goals, processes, and activities in conjunction with University standards and guidelines
* Possess oral, written, and interpersonal communication skills to effectively interact and provide academic guidance and policy interpretation to campus personnel, students, and faculty, ensure adherence to University standards