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# Example of Academic Director Job Description

Our company is looking to fill the role of academic director. 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 director

* Assists through research in investigating issues and/or problems facing the institution or programs
* Assists Academic Advising by providing diagnostic test results used in placing students into appropriate coursework
* Administers and coordinates local diagnostic tests and the Junior Level Essay exam according to established policies and procedures
* Provide overall leadership, strategic direction to student educational programs and management duties on the grant including meeting goals and objectives of the grant
* Cultivate alliances and support for the program with UW deans, faculty, and senior administrators
* Develop strong relationships with partner schools/districts, grant partners, and Trio professionals
* Increase awareness, visibility and support for ETS throughout the State of Washington
* Identify grant sources to enhance ETS programming and to implement new initiatives to support student success
* Conduct short term and longs term planning with measurable objectives
* Supervision of Teaching Support Office (TSO) staff and operations

## Qualifications for academic director

* Clearly articulated advising philosophy and understanding of how issues of equity and access impact undergraduate students
* Demonstrated ability to manage a large team of professionals and serve as one of the campus leaders for academic advising
* Commitment to collaboration and openness to ideas along with extensive experience developing partnerships to deepen and advance collective work
* Ability to work with a diverse student population and a commitment to an inclusive work environment
* Superior administrative and organizational skills, including planning and problem solving
* Proficient with NCAA Bylaw 13 recruiting regulations and NCAA Bylaw 14 eligibility certification requirements