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# Example of Academic Director Job Description

Our company is growing rapidly and is looking to fill the role of academic director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for academic director

* Supervision of CBC Instructors (non-faculty teaching professionals)
* Responsible for room and time scheduling of all CBC courses
* Assist the Assoc Head for Education with assigning instructors to all CBC courses
* Assist the Assoc Head for Education with the CBC teaching budget
* Assist the Assoc Head for Education with the CBC Lab Fee budget
* Coordinate with the Chair of the CBC Education Division to provide TA training
* Prepare annual reports as requested by Assoc Head for Education
* Responsible for management of personnel and operations in the SoMSS academic support offices including staff recruitment, hiring, training, and development
* Supervise team of academic advisors (graduate and undergraduate), course scheduler, and student support staff
* Serve as resource to SoMSS community regarding academic policy and procedures

## Qualifications for academic director

* Computer skills including Banner, Crystal Reports, Grades First and Microsoft Office Suite
* Substantial experience in either project, program, account or product management experience in a business and/or higher education environment (minimum of eight years is strongly desired)
* Extensive background in the areas of client and staff development, customer relations and change management
* Excellent skills in organizing resources and establishing priorities
* The ability to work with a diverse population of faculty and staff
* Proven ability and desire to collaborate with teams (in-person and virtual) across organizations