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# Example of Academic Director Job Description

Our innovative and growing company is looking 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

* Manage student records and technologies to support those programs
* Communicate with students and work with student leadership for key student events (registration, orientation, graduation, ) in addition to course scheduling and program logistics
* Train and supervise the student services professionals in the day-to-day needs of MBA & MS program delivery
* Work closely with Associate Dean for Graduate Programs, the faculty chairs of the four academic divisions at the Leeds School, and the directors of the MS programs to develop course schedules for MBA and MS programs
* Act as a resource for the Masters Curriculum & Policy Committee with regard to academic and administrative policies and issues
* Coordinate closely with other offices on campus (Registrar, Bursar, OIT) with regard to academic services issues
* Outstanding organizational, technical, project management skills, interpersonal, written and oral communication skills
* Ability to work with a wide variety of stakeholders, including students, faculty, administration and support staff
* An understanding and commitment to a diverse student population
* Serves as key liaison to the Office of Human Resources and Office of General Counsel

## Qualifications for academic director

* Experience managing multiple successful strategic external partnerships
* Highly motivated and energetic team player
* Passion to innovate, to solve problems, and to meet the challenges and opportunities of higher education
* Ability to work effectively in a matrix and cross-functional organization
* Work experience that involves educational technology innovation
* 3-5 years experience administering K-12 or higher education student services or academic development program