Downloaded from <https://www.velvetjobs.com/job-descriptions/academic-manager>

# Example of Academic Manager Job Description

Our growing company is hiring for an academic manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for academic manager

* Manage student and faculty program administration for the unit
* Work closely with Director on special projects as needed
* Analyze and evaluate quality reports
* Research, innovate and define measuring quality
* Analyze customer feedback to further develop QA
* Sets benchmarks and standards for teachers and monitors performance trends
* Facilitates collaboration between teams, business units and centers
* Regularly evaluates academic quality of online services delivered by the online centers
* Developing and designing performance assessment systems
* Interpret data gathered

## Qualifications for academic manager

* Must exhibit a high professional demeanor in dealing with various individuals at all levels of the organization and community
* High degree of customer service and initiative, including the ability to problem-solve effectively
* Understanding of the Academic markets for Agilent CORE products including chromatography, mass spectrometry and spectroscopy solutions
* Strategy Development- formulates strategy on products & services, anticipates and is responsive to industry market trends by strategic decision making
* Faculty Communication, Development And Engagement - Is an expert in Academy/culture/cultural translation
* Flexible - Responds constructively to changing priorities