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# Example of Academic Program Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of academic program manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for academic program manager

* Provides coordination to Master of Science in Real Estate Program to ensure the program goals (including admissions) are met
* Assists the Carey Business School leadership in developing and facilitating contracts, including partnership, logistics, and other contracts
* Coordinates with advisors and program staff to ensure student academic prerequisites and program goals are met
* Collaborates with MS Academic Advisers to address students’ questions and concerns
* Monitors student success in the program and develops recommendations how to improve student experience
* Collects, analyzes, and communicates data to the Director, Academic Program Director, and the Associate Dean
* Provides support and expertise to Admissions departments during recruitment process and provides information to prospective students
* Coordinates with Marketing, Development & Alumni departments on engagement and promotion activities, related to the program
* Design program assessment and evaluation tools, track and document program progress, challenges, and areas for improvement
* Provide leadership in the development of goals and accountability

## Qualifications for academic program manager

* Provide support to other MS programs as needed
* Provide support and services to part-time online students
* Participate in school-wide service initiatives
* Support students with the program questions
* Work and support faculty in implementing planned activities
* The Program Manager ensures that program/project mission, values, guidelines, policies and procedures are implemented and maintained on a daily basis