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# Example of Academic Program Manager Job Description

Our company is searching for experienced candidates for the position of academic program manager. 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 program manager

* Reporting to the Director of Academic Alliance (Dir
* In conjunction with the Dir
* Define, socialize, and implement new business models as appropriate to support the evolving AA Program
* Own stretch targets to significantly increase reach, scale and growth of the AA program
* Own accurate forecasting for APAC to include pipeline of AA candidates, academic and marketplace partners as appropriate
* Establish collaborative relationships with stakeholders in SMI (customer segment marketing, product management) and Commercial (field/insides sales, specialty sales) areas to align campaigns with commercial objectives and ensure sales channel relevancy
* Ensure local campaign effectiveness by teaming closely with Commercial stakeholders, providing all necessary elements for execution (leads, training, digital marketing, print collateral, ), and conducting field-based activities with the Sales Team where needed
* Develop deep knowledge of customer buying behavior, available channels to market, and approaches to the Research Academic Market Segment
* Develop and maintain metrics and dashboards to measure campaign effectiveness based upon sales & marketing objectives
* Oversee the development of the tutoring program by coordinating drop-in tutoring programs in various locations on campus, and oversee the recruitment of tutor mentors in needed classes or subject areas for small group tutoring sessions as requested by students

## Qualifications for academic program manager

* A Bachelor’s degree in Business, Public Administration, Program Management, Communication, Social Science, Education or related field
* Demonstrated ability in providing excellent customer service
* Excellent time-management and organizational skills and the ability to independently manage work priorities across multiple projects, meeting specific timelines
* Able to perform tasks with precision and accuracy
* Able to handle sensitive situations with diplomacy and confidentiality
* Self-motivated and able to use available resources to solve problems, develop new resources, and answer questions with minimal supervision