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# Example of Academic Program Manager Job Description

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

## Responsibilities for academic program manager

* Provide information and communication of tutor program and office activities and decisions to others throughout Housing & Dining Services
* Liaison with campus partners in order to provide appropriate tutor preparation
* Oversee existing academic support programming initiatives in Apartment Life
* Commitment to academic support and student success
* Skills in mentoring and supervising student leaders
* Experience in addressing issues of diversity and multicultural competencies
* Ability in organizing and facilitating student development programs and operational responsibilities, including large-scale events
* Ability to establish and maintain effective and collaborative supervisory and collegial working relationships
* Act as the first point of contact for students transitioning from other colleges on the Clifton-Uptown campus, making them feel like welcome members of our A&S family, and trouble-shooting any problems or issues with their change of college application
* Warmly welcome students transitioning from our regional campuses while supporting their process to transition to A&S, in collaboration with our Recruitment team

## Qualifications for academic program manager

* Ability to develop and maintain strong, productive relationships with deans and faculty for top Computer Science, Engineering and Business programs, partners and internal stakeholders
* Ability to lead cross-functional teams and facilitate alignment throughout the Commercial and SMI organizations
* Familiarity and experience with UW admissions, registration, and UW systems such as MyGradProgram, MyFinancial Desktop, OPUS, and the Student Database
* Familiarity and experience with UW Graduate School programs and policies
* Bachelor’s Degree and 5-7 years of office support experience of increasing responsibility including three years of supervision, or combination of experience, specialized training and higher education equal to seven years
* Ability to work effectively and efficiently, both independently and as a team player, in a fast-paced professional environment