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# Example of Academic Supervisor Job Description

Our company is growing rapidly and is looking to fill the role of academic supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for academic supervisor

* Monitor and analyze metric data to ensure that the team is meeting department expectationsand company goals
* Collaborate with the Academic Placement Services Operations Supervisor to update and create new intervention processes and data views
* Create all Academic Placement Services Intervention Specialists’ communication templates and coordinate with Marketing for company consistency
* Administer disciplinary action, when necessary, to Academic Placement Intervention Specialists (I/II) and Team Lead
* Work collaboratively with the Enrollment Intervention Specialist Leadership Team to ensure all processes and resources are consistent and up to date
* Communicate with School Counselors, Principals and Teachers to help determine appropriate processes for students and families with specific needs that are assigned to an Academic Placement Intervention Specialists (I/II)
* Meet weekly with the Academic Placement Services Manager to discuss potential team needs
* Work with the Quality Assurance and Training Team to review Quality Assurance results for all Academic Placement Intervention Specialists (I/II) and establish improvement plans, when necessary
* Coordinate with the Academic Placement Leadership Team to provide alternative staff scheduling options to accommodate higher demand
* Act as a strong resource for the Academic Placement Intervention Specialists (I/II) and Team Lead to assist with immediate concerns or questions

## Qualifications for academic supervisor

* Prior experience with call monitoring systems
* Comprehensive skills in all areas of Connexus
* Proficient in Microsoft Office Applications, especially Word, Outlook, and Excel
* Master’s degree in Russian and East European Studies or related field
* 3 to 5 years of experience in academic administration, including curricular and advising responsibilities
* Strong preference for experience in program administration related to Russian and East European Studies