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# Example of Manager Education Job Description

Our company is growing rapidly and is looking for a manager education. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager education

* Ensure timelines and budget guidelines are met for each project
* Manage the educational experience of residents within the 5 pediatric residency programs in the Department of Pediatrics
* Oversee resident recruitment, including applicant selection, applicant invitations to interview, development and implementation of interview days schedules and events, identifying needs and planning faculty development for members of the Residency Intern Selection Committee, and overseeing applicant ranking
* In collaboration with faculty, develop new curricula, evaluation tools, and other resources to support residents’ development
* Design, develop and coordinate events in order to promote community amongst the residents (faculty development events, small group discussions, workshops, didactic sessions, dinners, outing events)
* Monitor compliance with GME, ACGME, and ABP requirements, and provide reports/recommendations on policies and violations
* Develop and manage budgets for the Residency Program
* Serve as the subject-matter expert on educational practices in residency programs, and partner with other programs to share best practices and to learn about new approaches that can be implemented into our programs
* Develop and manage a team staff to identify residency program needs and create knowledge sharing opportunities programming to support resident development
* Independently implement, administer and evaluate day-to-day operations for the Pediatric Education Office

## Qualifications for manager education

* Ability to work effectively as a team player and collaborate with both other regional and centralized Services colleagues
* Must be able to travel 60% of the time with most of it being air travel (domestic and/or international)
* 4 to 5 years education experience in a team management role
* Experienced Operation Manager with Technical Team
* 2 years in technical training business management role
* 2 years in technical support or technical training support role