



Example of Academic Administrator Job Description

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Our growing company is searching for experienced candidates for the position of academic administrator. 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 administrator

- Understand curricular issues, and how mapping and tracking impacts student success
- Troubleshoot issues, problems and/or concerns related to degree mapping
- Develop and submit financial reports and KPIs to the EDUCAUSE IPASS and Melinda Gates Foundation
- Develop multi-year, annual and semester rollout plans—task lists and timelines—for the School and its individual programs
- Develop and track budgets including real-time revenue, expense, and A/P reports
- Manage HR functions, , position descriptions, approvals, interview schedules and tracking, candidate coordination, onboarding, payroll, and benefits
- Plan, coordinate, and manage procurement activities including review of contracts, purchasing documents, ordering, and maintaining supplies
- Serve as the primary liaison with Legal Affairs
- Coordinate logistics with the admissions, registrar, student finance, facilities
- Identify and oversee all department technology needs in collaboration with university IT

Qualifications for academic administrator

- Manage school specific data processes including collecting and analyzing data, creating school-specific reports such as end-of-term evaluations,

- Prepare background materials for executive briefings and departmental meetings
- Develop and implement plan to track institutional effectiveness including data for Middle States, US News, accreditors, and institutional strategic development
- Foster an effective, supportive, and collegial workplace that encourages the kinds of entrepreneurship, creativity, and commitment that are essential in a startup environment
- Oversee the creation of strategic growth and business continuity plans
- Ability to build and manage a cross-functional team