Example of Academic Program Manager Job Description

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Our innovative and growing company is hiring for an academic program manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for academic program manager

- Draft and facilitate the development and distribution of Network communications and updates
- Serve as the day-to-day member liaison for Network members and related activities
- Work with Director and Network steering committee leadership to plan meetings and related Network events
- Develop Network meeting agendas and manage meeting logistics, including content and speaker identification and coordination
- Attend Network meetings and draft meeting minutes
- Manage logistics for in-person and virtual meetings (e.g., enter and set up activities in the online registration system, facilitate and manage web conferences)
- Assist with compiling annual calendar of Network activities
- Collaborate across the full portfolio of Academic Medical Center Networks as needed
- Develops and leads value adding programing including speaker series, field trips, and networking activities
- Identifies opportunities to improve students' experience

Qualifications for academic program manager

- 5 years' work experience, preferably in an academic medical center
- Develops and manages the program budget in collaboration with the Associate Dean, Director of MS Programs, and Academic Program Director
- Collaborates with orientation organizing committee in planning and executing Orientation for full-time and part-time students
- Identifies resources in the areas related to the program that will help students to build professional network
- Collaborates with Career Development and other units to provide career-related support to students