



Example of Evaluation Manager Job Description

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Our company is growing rapidly and is looking for an evaluation manager. 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 evaluation manager

- Performing a deep dive into the business model for product ideas, to include go-to-market strategies, selling strategies and pricing models
- Regularly evaluates and provides feedback to support staff and practitioners
- Manages the logistics, systems, schedule, and information packages associated with institutional evaluation and improvement site visits (campus, college, school, and functional area visits that evaluate alignment to accreditation criteria and compliance to regulations)
- Assists the Institutional Evaluation and Improvement site visit teams of evaluators deployed to campuses, colleges, schools, and other University functional departments to ensure that all analytical reports and systems access is provided and enabled
- Oversees and ensures the accurate and timely submission of evaluation reports, completion of mandatory action items, and other required reports, notifications and communication by working cooperatively with University and Apollo Education Group partners
- Ensures that all official documentation of requirements, policies, and accreditation standards are current, accurate, and known to Academic Affairs leadership
- Prepares or assists in the preparation of various reports, proposals, recommendations, and findings as necessary
- Builds data analysis and trending reports to determine appropriate strategy(ies) for solving problems and troubleshooting, data-driven decisions

- Stays current with all academic related accreditation, university and state regulatory requirements and provides guidance to Academic Affairs leaders regarding University systems, policies, procedures, and standards
- Maintains knowledge of accreditation, university, and state regulatory requirements by acting as a liaison with organizational partners to ensure University compliance

Qualifications for evaluation manager

- Advanced knowledge of industry program policies, procedures, regulations and laws
- Sensitive to fragrance and to cosmetics products
- Rigor, entrepreneurship and organizational skills
- Has the potential to take further responsibilities within the fragrance Metier
- 5+ years in an AML compliance role or related compliance experience preferred
- In depth knowledge of AML and OFAC regulatory requirements