

Job Description

Senior Program Manager (Academics)

Position Overview:

As a Program Manager, your primary responsibility will be to provide comprehensive support to the Dean-Academics. You will play a crucial role in managing and overseeing various academic programs and initiatives to ensure their smooth functioning and successful implementation. Your contributions will directly impact the quality of education and overall academic experience provided to students.

Key Responsibilities:

Program Coordination:

- Collaborate with Dean-Academics to develop and implement strategic plans for academic programs, ensuring alignment with the institute's vision and goals.
- Preparation of the academic calendar, timetable, schedules.
- Coordinate and monitor the progress of academic programs, ensuring adherence to established timelines and milestones.
- Assist in the development and review of curriculum, course materials, and assessments to meet academic standards and industry requirements.
- Facilitate communication and collaboration among faculty members, program directors, and other stakeholders involved in the academic programs.
- Conduct regular program evaluations and assessments to identify areas for improvement and implement necessary changes.
- Managing annual academic budget.

Academic Policy Development:

- Stay updated with the latest trends, regulations, and best practices in higher education, particularly in the field of engineering.
- Assist in the development and revision of academic policies, guidelines, and procedures.

Student Support and Engagement:

- Collaborate with the Student Services to ensure effective student support services, such as academic advising, counselling, and career development.
- Foster a positive and inclusive learning environment for students through the implementation of student engagement activities, workshops, and technical events.
- Address student concerns and grievances related to academic programs, working closely with relevant departments to find appropriate solutions.
- Supervision of attendance and classroom management.

Data Analysis and Reporting:

- Managing the Academic ERP / LMS.
- Collect and analyze data related to academic programs, student performance, and outcomes to identify trends and areas of improvement.
- Prepare reports and presentations for the Dean-Academics, highlighting key findings, metrics, and recommendations.

Qualifications and Skills:

- A Bachelor's degree in Engineering and a Master's degree in Management.
- Previous experience in academic program management or a related role within the higher education sector.
- Strong organizational skills and the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills to effectively collaborate with diverse stakeholders.
- Analytical mindset and proficiency in data analysis tools to derive meaningful insights.
- Knowledge of academic policies, accreditation standards, and regulatory requirements.
- Familiarity with curriculum development, assessment methodologies, and quality assurance processes.
- Strong problem-solving abilities and the capacity to make decisions in a fast-paced environment.