JOB DESCRIPTION
PROGRAM MANAGER - CS

Position Overview

The Program Manager is a key administrative position within the Computer Science program, responsible for strengthening the program's operational, community-facing, and student-success functions. Working closely with Program Director and Assistant Program Director for Computer Science, the Program Manager ensures that the program's academic, community engagement, and institutional goals are executed effectively and in alignment with the University's mission.

The Program Manager supports the program's academic operations, facilitates external engagement, strengthens internal processes, and enables evidence-based planning and reporting. The role contributes significantly to creating a supportive, well-structured, and high-performing environment for students, faculty, and staff.

Main Responsibilities

The Program Manager will support the Program Director in the operational management of the program. In this capacity, the Program Manager will be responsible for:

- Devise and implement strategies to strengthen community and industry engagement, building sustained partnerships that enhance student learning, professional exposure, and opportunities for collaborative projects.
- Lead program branding, visibility, and benchmarking efforts, ensuring that the program's identity, communication, and academic positioning remain competitive and aligned with regional and global standards.
- Develop mechanisms to measure and track student success, using data-driven indicators to evaluate academic progression, retention, graduation outcomes, and post-graduation trajectories.
- Oversee data management and reporting functions, ensuring timely collection, analysis, and dissemination of program-related data.
- Manage external projects and partnerships, coordinating between faculty, students, and external stakeholders to ensure successful project delivery, resource alignment, and achievement of learning objectives.

Additional responsibilities

- Serve as a liaison for faculty, adjuncts, and academic support staff on routine program matters.
- Support onboarding of new faculty and academic staff, ensuring they are oriented to program requirements.

- Assist with student-facing activities including orientation, advising coordination, and student engagement initiatives.
- Prepare periodic reports on program performance, student outcomes, academic health indicators, and resource needs.
- Support outreach efforts, marketing campaigns, and engagement at recruitment events, Open Days, and school outreach initiatives.
- Facilitate accreditation and compliance processes, ensuring that program structures, curriculum documentation, and assessment practices meet institutional, national, and international quality standards.