

## Job Description

<b>Position Title</b>	:	Senior Manager, Academic Systems
<b>Department</b>	:	Office of Academic Systems
<b>Reporting To</b>	:	Associate Dean for Academic Systems & University Registrar
<b>Type of Position</b>	:	Full Time

### POSITION DESCRIPTION

To design and develop the University's academic systems and analytics capabilities, enabling enhanced visibility into student learning experiences, course delivery, and academic processes in support of student success and institutional excellence.

### DUTIES AND RESPONSIBILITIES

#### **Academic Systems & Integration:**

- Strengthen integration across academic platforms (PSCS, Canvas, scheduling systems, dashboards).
- Develop structured data flows connecting course planning, delivery, and outcomes
- Identify opportunities to enhance system efficiency and user experience
- Collaborate with IT to implement system improvements

#### **Academic Delivery & Course Experience Support:**

- Support the development of mechanisms that provide visibility into course delivery patterns
- Enable alignment between scheduled classes and delivered learning experiences
- Contribute to strengthening academic continuity and student learning engagement
- Work with academic leadership to support consistent delivery practices

#### **Course Experience Analytics & Insights:**

- Develop dashboards that provide insights into course activity patterns, assignment timelines, feedback cycles, and student engagement
- Translate system data into meaningful insights for academic planning and improvement
- Highlight trends that support timely academic decision-making

#### **Data Governance & Institutional Reporting:**

- Establish structured academic data standards and reporting frameworks
- Ensure consistency and reliability of academic data across systems
- Develop automated reporting solutions (Power BI or equivalent)
- Support institutional reporting, planning, and accreditation needs

#### **Enrollment & Academic Planning Analytics:**

- Support the development of enrollment and course demand analytics
- Assist in planning processes through data-informed insights
- Contribute to the identification of capacity needs and planning considerations

#### **Cross-Functional Collaboration:**

- Work closely with IT, OAP, UGE, Academic Office, and Program leadership
- Translate academic needs into system and data solutions
- Facilitate coordination between academic and technical teams

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**REQUIRED JOB SPECIFICATIONS****Key  
Qualifications  
& Experience:**

- ✓ Master's degree in Data Analytics, Information Systems, Computer Science, Engineering, Business Analytics, or related field
- ✓ 5-8+ years of experience in data analytics, business intelligence, or systems design, preferably in higher education or enterprise systems
- ✓ Strong proficiency in Power BI/Tableau, SQL, and data modeling

**REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Strong Communication skills (verbal and written)	High
2.	Problem solving skills	High
3.	Leadership	High
4.	Negotiations and Budgeting	High
5.	Conflict resolution	Medium
6.	Decision-making	High
7.	Organizational skills	High
8.	Time management skills	High

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