

Job Description

Position Title	Manager, Curriculum and Program Development
Department	Academic Planning and Governance, Office of Undergraduate Education
Reporting To	Faculty Director, Academic Planning and Governance
Type of Position	Full Time

POSITION DESCRIPTION

The Manager – Academic Governance and Operations is a critical role within the Office of Undergraduate Education, specifically within the Academic Planning and Governance (APG) unit. Reporting to the Faculty Director for Academic Planning and Governance, the Manager leads the design, evaluation, and continuous improvement of academic programs and curricula, with specific responsibility for the stewardship of the Habib Liberal Core (HLC) program. The role is instrumental in translating institutional evidence, comparative benchmarking, and stakeholder feedback into evidence-based curriculum enhancements and program development initiatives.

The Manager oversees the annual curriculum review cycle, conducts program health assessments, manages comparative benchmarking studies, and coordinates evidence-based recommendations for program improvement. Working in close collaboration with Program Directors, faculty, the HLC Program Board of Studies, the role also involves managing externally reviewed projects, facilitating expert working groups, and providing leadership on curriculum development initiatives that enhance academic quality and student learning outcomes. The Manager also responsible to organize board meetings for HLC, prepares agendas and minutes, manages follow-ups on governance decisions, and supports the implementation of curriculum review and accreditation recommendations.

DUTIES AND RESPONSIBILITIES

Curriculum Review and Program Development

- Lead the annual curriculum review cycle, coordinating with programs to assess curriculum alignment with institutional learning goals and disciplinary standards
- Oversee program health assessments by reviewing institutional data, student feedback, enrollment trends, and learning outcome measures
- Facilitate evidence-based recommendations for curriculum improvements, program enhancements, and innovation initiatives
- Support Program Directors and faculty in translating assessment findings into actionable curriculum modifications and program developments;
- Manage the approval and implementation processes for new courses, program modifications, and curriculum enhancements through appropriate governance channels
- Facilitate expert working groups and task forces on curriculum development, and program innovation
- Conduct stakeholder consultations with faculty, Program Directors, students, alumni, and external experts to gather perspectives on program quality and development priorities
- Support interdisciplinary collaboration and cross-program curriculum development initiatives

Habib Liberal Core (HLC)

- Coordinates with faculty leads and academic offices to maintain updated syllabi, course proposals, and program documentation.
- Responsible for organizing meetings, preparing agendas and minutes, and managing follow-ups on decisions for HLC Board of Studies
- Assists in preparing reports and documentation for internal governance and external reviewers, contributing to reflection on the HLC's learning outcomes and pedagogical goals.

Benchmarking, Research, and Comparative Analysis

- Conduct and synthesize benchmarking studies to identify best practices in curriculum design
- Oversee comparative research on academic programs, disciplinary trends, and higher education innovations

- Support the development of program profiles that highlight institutional strengths and areas for enhancement
- Commission and review externally conducted program reviews

Leadership and Coordination

- Supervising the team responsible for curriculum and program development
- Ensure alignment between curriculum development initiatives and institutional strategic priorities
- Prepare progress reports, strategic recommendations, and trend analyses
- Participate in institutional committees and task forces related to academic planning, and program development as assigned

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Master's degree required in Education, Social Sciences, Humanities, Public Policy, Curriculum Studies, Higher Education, or another relevant academic discipline.
Required Experience	✓ A strong understanding of curriculum development, academic programming, formal academic procedures, and academic administration is important. ✓ Operations management in education (preferred), government, healthcare, consulting, NGOs, professional services, or regulated organizations ✓ Experience managing formal committees, approval processes, records, and compliance workflows ✓ Managing externally reviewed or independently assessed projects ✓ Coordination across multiple departments and senior stakeholders

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Writing and Documentation Proficiency	High
2.	Research design and qualitative/quantitative analysis	High
3.	Information management and data organization	Medium
4.	Leadership and Team Management	High
5.	Project Management	Medium
6.	Digital adaptability and AI-assisted work proficiency	Medium