Academic Program Manager

Job Summary

The Academic Program Manager – Sociology develops, coordinates and executes undergraduate programming and curriculum for the Department of Sociology and reports to the Department Head. This position will take a leadership role within the department working closely with the Department Head, faculty, students and University administrative staff, including Collage of Liberal Arts (CLA) advising. Responsible for developing programming for undergraduates and liaison with CLA Advising to help make curricular decisions. The Program Manager will oversee the administration of the undergraduate program and the implementation of the department head's initiatives by working independently to create spreadsheets, manage data, and write reports to inform decision-making about the program. This position may teach the equivalent of 3 credit hours per semester in the Sociology department.

Required:
Masters or another advanced degree in social sciences or related field

- 0-1 year of experience in communications, administrative office, student services, office management
- An equivalent combination of experience and education will be accepted
- Interpersonal skills and the ability to interact in a professional capacity with diverse faculty, staff, students, alumni, and community members
- Communication, planning, problem-solving, and organizational skills including relationship building with internal and external constituents is essential.
- Ability to manage competing demands; prioritize and organize work assignments; work independently to meet deadlines
- Ability to manage, analyze, and interpret data
- Knowledge of Microsoft Word, Excel, Outlook, Publisher, PowerPoint, and SharePoint
- Demonstrate Initiative and willingness to learn new skills, embrace changing technology, interpret, and communicate policies, and procedures
- Ability to exercise professional judgment and solve problems independently
- Ability to maintain confidentiality
- Knowledge in the social sciences and of academic procedures and structures
Preferred:
Evidence of an excellent record in higher education instruction

- Comprehension of electronic and social media communication tools
- 3 years of relevant experience
- Curriculum development and classroom instruction experience

Additional Information:

- Purdue will not sponsor employment authorization for this position
- A background check will be required for employment in this position
- FLSA: Exempt (Not Eligible For Overtime)
- Retirement Eligibility: Defined Contribution Waiting Period
- Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply

Internal candidate link: https://performancemanager8.successfactors.com/sf/jobreq?jobId=14408&company=purdueuniv

External candidate link: https://career8.successfactors.com/sfcareer/jobreqcareer?jobId=14408&company=purdueuniv