

Academic Process Manager

CSU-Global Campus is looking for a passionate, collaborative, adaptable, and results-oriented individual to join our team in a fast-paced, dynamic online academic environment. We are looking for an individual with a proven track record in effective project management, team leadership, and relationship building. The ideal candidate should have a passion for managing projects, priorities, and resources to quickly achieve effective results.

Essential Duties & Responsibilities:

- Create and implement team processes to ensure work is executed on time while achieving results-driven learning solutions.
- Coordinate an experienced team of contract instructional designers, multimedia designers, internal production project manager, content experts, textbook sources, and other internal stakeholders in building curriculum, launching academic programs, and helping to ensure student success.
- Collaborate with campus stakeholders to manage complex relationships and dynamics to drive student success.
- Drive the creation and implementation of quality standards for curriculum delivery.
- Proactively and effectively resolve issues and risks to meet deadlines within budget and on time.

Required Qualifications:

Degree in Education, Business Administration, Computer Science, or related fields or equivalent combination of education, training, and experience in the area of learning and performance improvement.

- Proven ability in using technological tools for efficient and effective process and work flow.
- 3-5 years experience in management or leadership position
- 2-3 years of experience in training, education, or curriculum development.
- Exceptional organizational skills and proven ability to manage multiple projects simultaneously in a fast-paced, dynamic environment.
- Strong work ethic, sense of commitment, and a passion for education.

Applicant Review: Applications received by Wednesday, February 3, 2010 are ensured full consideration; position is open until filled. **Special Note: The successful candidate must pass a criminal background check.**

How to Apply: Applications will be accepted until the position is filled. Applications must include: resume; cover letter addressing interest and qualifications; and names, addresses, phone numbers, and email addresses for three references and the attached Voluntary Applicant Demographic Sheet. Applications will be held in confidence except for the individuals invited for campus interviews. All applications should be in Microsoft Word format. Please email applications to: jobs@csuglobal.org Make certain that the subject includes the following: Last name, First name and position for which you are applying for.

Search Coordinator
Human Resources
CSU-Global Campus
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Greenwood Village, Colorado 80111-4766

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