

Terms of Reference for Asst/Academic Manager

The Academic Manager assists the Dean with the day-to-day operations of the Academic Affairs Department.

The roles and responsibilities of the Academic Manager are:

1. Serve as a referral source for students and other stakeholders such as parents and faculty advisors seeking various types of assistance related to the management of their academics, including academic performance and attendance.
2. Manage all career development activities for the students at the college.
3. Manage the administration of all academic activities occurring outside the core programme structures (e.g., back-paper tutoring, coaching classes, Orientation to College Learning classes, Learning Resource Centre, Guided Study Halls, etc).
4. Coordinate all functions related to reassessments, module repeats, and semester failures.
5. Serve as the Academic Affairs focal person for coordinating Class Representatives and liaising with Student Government and the Student Services Department on joint activities.
6. Serve as the head of the Examinations Committee.
7. Assist in the coordination of the advisor-advisee system.
8. Develop and execute a student satisfaction survey/feedback system.
9. Assist Dean/ Associate Dean in organizing workshops and seminars for faculty development.
10. Supervise and oversee the activities of other non-teaching staff at the officer and office assistant level in the AAD.
11. Supervise and guide the conduct of the DFL101 Dzongkha as a Foreign Language module
12. Serve as focal person for management and maintenance of the physical resources assigned for teaching-learning including class rooms, equipment of all kinds, etc..

Accountability:

The Academic Manager will be accountable to the Dean or to the Associate Dean as may be communicated from time to time.