

Associate Director, Academic Affairs (Maternity Cover)

Department: Academic Affairs

Organizational Overview

CAPA: The Global Education Network is an established leader in the development and administration of quality international education programs. For over 45 years, we have partnered with universities and colleges across the country and around the world, providing a full range of programs and integrated services designed to support all aspects of international education. Our strong worldwide network, professional expertise, and demonstrated success in the field make us the preferred resource for a growing number of US institutions of higher learning for their study abroad needs. CAPA is headquartered in Boston and operates programs in Barcelona, Buenos Aires, Dublin, Florence, London, Shanghai, and Sydney.

CAPA: The Global Education Network is committed to academic excellence, integrity and innovation in learning abroad. Our mission is to provide meaningful experiences that challenge and inspire students to analyze and explore complex political, cultural and social landscapes within urban environments. Through our commitment to personalized learning, collaborative learning communities and global connections via technology, we prepare students to live and work in a globally interdependent and diverse world.

General Description

CAPA is seeking an Associate Director of Academic Affairs (Maternity Cover) to drive administration of CAPA's academic programs in London. This position will report to the Vice President of Academic Affairs based in the US. This full-time maternity cover position will last from May 2019 to June 2020.

Key Responsibilities

- Oversee the operational responsibilities of a busy academic affairs department which serves about 1,000 students each year, working with more than 30 highly qualified instructors from a wide variety of disciplines
- Manage two junior staff members who provide frontline assistance to faculty and students
- Lead curriculum planning and development efforts relating to the CAPA London Program
- Promote CAPA's Globally Networked Learning objectives, optimizing use of technology via CANVAS/LMS
- In collaboration with colleagues, manage quality assurance measures, including but not limited to course evaluations, faculty self-assessment, peer-review, and QAA reporting
- Participate in international academic initiatives, including along with academic leadership from other CAPA centres worldwide

- Monitor academic program spending across several budgets
- Facilitate the fulfilment of partnership agreements, including agreements with local universities, as well as universities based in the US
- Ensure integrity of academic archives and other documents shared across the organization
- Ensure all registrar and copyright compliance requirements are administered across the academic affairs team
- Manage and support student advising and faculty assistance
- Lead and oversee the design and implementation of co-curricular learning opportunities
- Teach as a part of the CAPA London Program (optional)
- Contribute to new academic affairs projects as they arise

Qualifications

- A Master's degree in a relevant field, PhD preferred
- Proven experience in academic management and/or higher education administration
- Excellent organizational skills and attention to detail
- Ability to work independently, whilst simultaneously working as a part of a team
- Excellent interpersonal skills
- Ability to multi-task and work well under pressure
- A high level of proficiency in computer software particularly Microsoft Office, Salesforce/CRM and CANVAS/LMS
- Solid working knowledge of educational technology preferred
- The legal rights to work in the UK without restrictions

Hours

This is a full-time role. Standard hours are 9:00 AM to 17:30 PM, Monday to Friday. Due to the nature of the study abroad field, additional time beyond regular office hours and work on weekends and bank holidays is to be expected in this role.

How to Apply

Please send your CV and a cover letter explaining your interest in this position and providing evidence of how you meet the selection criteria via [this link](#), or visit our Careers Site:

<https://www.capa.org/careers>.

Should you have further questions about the position, feel free to email us at jobs@capa.org.