

CHIEF ACADEMIC OFFICER (LONDON)

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 on line learning communities and global connections via technology, we prepare students to live and work in a globally interdependent and diverse world.

General Description

CAPA seeks a leader to deliver excellence and the highest standards of best practice in learning abroad in all areas of academic affairs and administration for the organization. The Chief Academic Officer is a key member of the executive team who will oversee academic programming and will develop and manage faculty in ensuring strong academic results and positive personal and professional development for all students. Additionally, this individual will define strategy, and will facilitate and communicate integrated plans for business development and growth in all areas across the organization, including expansion plans. The Chief Academic Officer will reside in London and will report to the President/CEO in our Boston headquarters.

Key Responsibilities

Academic Management and Curriculum Design

- Oversee CAPA's academic standards and student learning outcomes across the organization
- Oversee the global academic management team in matters of performance and KPIs, curriculum development, programming, academic advising, faculty management, and quality evaluation
- Align CAPA's strategy for curriculum design and development with future growth plans to ensure our courses and products are positioned to achieve the organizations expected revenue and enrollment growth
- Support faculty in establishing, prioritizing and implementing programs that are aligned to CAPA's mission
- Provide regular, actionable feedback on instructional leaders; provide professional development opportunities that are aligned to organizational goals and responsive to individual needs
- Build strategies to further develop CAPA's globally networked platform to reach new institutions and markets
- Promote CAPA's globally networked learning objectives, optimizing the use of technology via CANVAS/LMS
- Serve as the CAPA liaison with the Academic Advisory Board and oversee all external reviews
- Serve as Chair, Curriculum Committee and Chair, Enrollment Management Committee
- Represent CAPA's academic strategy on college and university campuses in the US and abroad; lead and host site visits and workshops from prospective and current partners from US institutions, presenting the mission and benefits of CAPA programs in all locations to senior decision makers

- Travel to conferences and US institutions to facilitate the fulfillment of partnership agreements, including agreements with local universities, as well as universities based in the US to build CAPA's institutional network. This will generally be 25% of the time.
- Responsible for the quality assurance strategy and for educational oversight with the Quality Assurance Agency, including regular review and implementation of the action plan (course evaluations, faculty self-assessment, peer review, and QAA reporting)
- Set and manage substantial budgets associated with curriculum, instruction, and student activities/supplies
- Ensure all registrar and copyright compliance requirements are managed appropriately across the academic affairs team
- Manage all School of Record (SOR) and Library of Record (LOR) strategy, relationships and agreements for the organization
- Drive international academic initiatives, including along with academic leadership from other CAPA centers worldwide
- Prepare departmental reports for the Executive Team, the Board of Advisors, and the Academic Advisory Board as required
- Proactively manage a variety of special projects, maintain deadlines, and track and report progress
- Foster a supportive and positive culture while ensuring accountability

Academic Leadership

- Collaborate with the President/CEO to ensure academic vision is aligned with expected growth of the organization
- Monitor and evaluate the effectiveness of academic programs through a newly established evaluation system
- Design and implement the organization's academic priorities and goals in collaboration with the Global Academic Management Team
- Provide leadership and support on adopting research-proven pedagogy and standards-based instructional practices
- Oversee hiring of highly qualified faculty and staff who excel at meeting the academic, social and emotional needs of students
- Teach as part of the CAPA London Program (optional)

Assessment and Data Strategy

- Review data with faculty to identify strengths, growth areas and corresponding action plans based on formal and informal assessments
- Ensure student data is analyzed regularly and is used to inform lesson planning
- Lead the process for administering assessments and disseminating assessment results to management and staff

Academic Internships

- Assume line management of the Vice President of Global Internships. The Chief Academic Officer has oversight of global internships provision and connections to internship curriculum.

London Centre Management

- Provide executive senior leadership to all departments within the London centre, ensuring collaboration and a seamless, high-quality experience for students and visiting faculty
- In collaboration with the Vice President of Global Operations, will support London based crises and student disciplinary issues as required; will also provide input to develop and implement policies and standard operating procedures for the London centre
- Act as a key member of CAPA's crisis management team, contributing to the regular review and updating of our response policies
- Serve as a member of relevant committees (e.g., disabilities, orientation planning committees)

- Collaborate closely with the US pre-departure team to ensure clear communications and a quality experience for students throughout their pre-departure and overseas experience

Skills and Experience

- 8-10 years of experience in senior management and/or higher education administration
- PhD in relevant field; preferably in international education and study abroad
- Expert knowledge of and/or experience in US higher education
- Prior success managing a team to work collaboratively and to achieve individual, team and organizational goals
- Proven experience in a fast-paced, demanding entrepreneurial environment
- Senior fiscal management experience
- Exceptional communication and interpersonal skills, along with demonstrated success communicating effectively with all levels within and outside the organization
- Proven ability to work across departments, building an environment of collaboration
- Excellent organizational skills and strong ability to prioritize multiple tasks and special projects
- Ability to work autonomously, while managing interdependencies
- Entrepreneurial problem-solver with a focus on driving results and continual improvement
- Ability to work to deadlines and adapt a flexible approach to meet the needs of the business
- Ability to handle situations discreetly, diplomatically, ethically, and professionally
- Facility with managing significant budgets and negotiating favorable rates and contracts
- Aptitude towards executing responsibilities with a sense of urgency and follow-through
- Ability to work to deadlines and adapt a flexible approach to meet the needs of the organization
- A high level of proficiency in computer software, particularly Microsoft Office, Salesforce/CRM and CANVAS/LMS
- Solid working knowledge of educational technology is preferred
- Ability to travel domestically and internationally, up to 25%
- The established legal right to work in the UK

Hours of Work

This is a full-time position, with a significant amount of time on campuses and in classrooms. Due to the nature of this role and the study abroad field, additional time beyond regular office hours and weekends and bank holidays is to be expected.

How to Apply

Join our team! To apply, please submit your CV and a cover letter with salary expectations at <https://capaworld.bamboohr.com/jobs/view.php?id=32>. (Include CAO in the subject line).

CAPA: The Global Education Network is an equal opportunity employer.