

BURMAN UNIVERSITY  
**JOB DESCRIPTION**

<b>JOB TITLE</b>	Academic Program Developer
<b>DEPARTMENT</b>	Academic Administration
<b>CATEGORY</b>	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary
<b>REMUNERATION SCALE</b>	IC4
<b>REPORTS TO</b>	Vice President for Academic Administration
<b>LAST REVISED</b>	April 15, 2025

**POSITION SUMMARY**

Working with the various programs/departments on campus, members of the community, and representatives from regional communities, agencies, and businesses, the Academic Program Developer will research and identify opportunities and develop/propose and write proposals for new market-demand diploma & certificate, bachelors, post-graduate diploma and masters programs to government and other regulatory bodies. Additionally, this position will support faculty in the research grant writing process.

**ESSENTIAL JOB FUNCTIONS**

Research and develop/propose and write proposals for new market-demand diploma & certificate, bachelors, post-graduate diploma and masters programs to be pre-approved by Cabinet and submitted to the government and other regulatory bodies. Additionally, this position will support faculty in the research grant writing process.

- Develop proposals for diploma and certificate programs, bachelors, post-graduate diploma and master's programs based on constituency and community needs along with student interest in alignment with the strategic priorities of the university.
- Identify opportunities and secure agreements for collaborative partnerships.
- Articulate program goals and oversee curriculum and resource development.
- Implement an assessment mechanism for the programs ensuring all programs conform to professional regulatory expectations.
- Works with appropriate personnel to research, develop, write and submit letters of inquiry and grant proposals through the VPAA.
- Coordinates and follows-up on the progress of submitted proposals.
- Remains up-to-date on current issues relative to grant proposals.
- Inform supervisor on the progress of all grants and issues that may arise with each grant.
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees.
- Other related functions as directed by Academic Administration.

## **JOB STANDARDS AND REQUIREMENTS**

### **EDUCATION**

- Master's degree in Program Development, Education, Business, English or related field, or combination of relevant education, work experience, and community involvement.

### **EXPERIENCE**

- Prior experience in higher education.
- Two or more years' related experience.
- Developed and managed special interest, and professional development programs at a post-secondary institution.
- Established partnerships and worked with community organizations and businesses.
- Identified, directed, and managed projects related to the design, development, and delivery of training programs that meet the needs of the community, businesses, and/or organizations.
- Developed workshops and/or educational training programs.
- Demonstrated expertise in writing proposals and making presentations.
- Superior oral and written communication skills, highly developed and persuasive interpersonal skills.
- A strong record of initiating and stewarding external relationships with potential clients and stakeholder groups.

### **SKILLS & RESPONSIBILITY**

- Ability to work effectively under pressure
- Demonstrates an ability for high attention to detail
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Courteous and patient with co-workers and guests.
- Strong communication skills with ability to communicate effectively both verbally and in writing.
- Ability to acquire new knowledge and/or skills quickly and easily.
- Intellectually curious.
- Ability to identify problems, develop, propose, and or implement solutions.
- Project management ability.
- Personable with excellent customer service skills including excellent telephone etiquette.
- Ability to work both independently and as part of a team

**EFFORT & ADDITIONAL ATTRIBUTES**

- Manual dexterity required to use desktop computer and peripherals.
- Work involves a high degree of alertness and concentration to complete job tasks.
- Ability to exert light physical effort (up to 5kg).
- Dedication to completing work and projects on schedule.
- Dedicated and active member of the Seventh-day Adventist Church; passionate about Adventist education and supporting the vision and mission of Burman University.

**HOURS of WORK**

- Maximum of 20 hours per week