# Academics Manager

**Lead educators. Strengthen academics. Elevate student success.**

Indiana Wellness College | Academic Leadership

| DEPARTMENT | EMPLOYMENT | REPORTS TO | PAY BAND |
|---|---|---|---|
| Academics | Full-Time \| Salary \| Exempt | Director of Education (DOE) | $50,000–$70,000/year |

## The Opportunity

Indiana Wellness College is seeking an exceptional **Academics Manager** to provide hands-on leadership for daily academic operations across our Massage Therapy and Esthetics programs. This role is ideal for a leader who loves developing educators, creating clarity, strengthening systems, and building an academic environment where students and employees can succeed.

## What You'll Lead

- Lead daily academic operations, schedules, class coverage, learning spaces, testing calendars, and quarter readiness.
- Recruit, onboard, train, coach, and develop Classroom Coaches, Instructors, and assigned academic staff.
- Conduct structured weekly 1:1 meetings with direct reports to clarify priorities, document commitments, support development, and follow through.
- Monitor instructional quality through classroom observations, student feedback, gradebook review, attendance trends, and regular faculty communication.
- Monitor student progress and ensure timely outreach, coaching, MMOT intervention, remediation, and coordinated support when students are at risk.
- Oversee curriculum implementation, learning systems, academic records, faculty credentials, compliance, audits, reporting, and continuous-improvement initiatives.

## Who We're Looking For

- Bachelor's degree in education, higher education, business, organizational leadership, or a related field; equivalent education and progressively responsible experience may be considered.
- Three or more years of progressive experience in academic operations, education, training, program management, or a comparable student-focused environment.
- Two or more years supervising, coaching, or leading employees and holding others accountable for measurable outcomes.
- Strong communication, coaching, conflict-resolution, organization, analytical thinking, project management, and problem-solving skills.
- Proficiency with Microsoft 365, shared drives, calendars, reporting tools, and learning-management or gradebook systems. Career-education or regulated academic experience is strongly valued.

**OUR MISSION**

**We elevate people to build stronger careers, stronger industries, and stronger communities.**

This leader creates the structure, support, accountability, and follow-through that help educators do their best work and students progress toward graduation and professional success.

**Could you make our academic team — and the student experience — stronger?**

*Apply and tell us about a team you've developed, an academic system you've improved, or a student-success challenge you've helped solve.*

# The IWC Core 6 Values

Our values guide how we hire, lead, coach, develop, and work together.

