Training Program Manager

Program Development – Denver, Colorado

Department Program Development

Employment Type Full-Time

Minimum Experience Experienced

Compensation DOE

The Role in Brief:

The Program Manager position is responsible for the creation, development, and execution of professional development opportunities for those working within higher education.

What you will be doing:

- Work internally with the research team, and externally with customers and Subject Matter Experts (SMEs), to identify the target audience’s key challenges and training needs.
- Outline learning objectives and define content delivery for in-person conferences and online training opportunities.
- Create engaging learning activities and compelling program content that enhances retention and transfer of knowledge.
- Work with SMEs to design meaningful trainings that enhance the learning experience.
- Quickly synthesize and write program content based on input from SMEs, research, previous training events, etc.
- Coach SMEs on content delivery platforms and tools, including on facilitation and graphical display of content.
- Balance up to twenty concurrent programs and projects at different stages in their lifecycle
- Travel onsite to execute conferences and facilitate the attendee learning experience
- Work with hotel staff to ensure a high-quality customer experience.
- Collect feedback from each training program and integrate it into the next iteration.
- Participate in team brainstorming and strategy meetings to help define goals and direction of programming

This role requires 30-40% travel across the Unites States.

What you need to be successful in the role:

- 4-7 years in project or program management within a training or professional development environment
• A Bachelors degree is required; a Masters in a related field is a PLUS
• 5-7 years experience working in higher education is a PLUS
• Ability to handle multiple programs while managing tight deadlines
• Curiosity, love of learning, drive, and a keen interest in improving higher education
• Strong interpersonal and relationship-building skills, ability to collaborate with internal colleagues and network and build value with customers and SMEs.
• Working knowledge of current and emerging instructional technologies and design
• Excellent oral and written communication skills, including active listening and facilitation skills
• Analytical skills in research, writing, synthesizing and communicating ideas effectively throughout the program development and execution process.
• Ability to make quick decisions

About Academic Impressions:
We work to serve and empower higher education administrators and faculty at colleges and universities through conferences, webcasts, publications, and membership. Each year we conduct thousands of hours of research and network with hundreds of experts to uncover the most innovative and impactful practices in areas like student enrollment and learning, faculty support and engagement, alumni and donor support, and increasing organizational productivity. Our highly focused and practical training sessions prepare and empower higher education administrators and faculty to effect meaningful change at their institutions.

Consistent with our belief that our employees are our most valuable resource, Academic Impressions offers a competitive benefits package.

• 100% Paid Medical, dental, and vision insurance for employee coverage plus 50% coverage for child dependents
• 401(k) retirement plan with company match
• Fully paid LTD, STD, FSA, and life insurance
• 15 days paid time off in addition to paid company holidays, including your birthday
• Closed the week between Christmas and New Years
• Dynamic growth and professional development opportunities
• Flexible work environment

Academic Impressions is an Equal Opportunity Employer.
EOE M/F/Vet/Disability.

Please note - if you do not finish the entire application, you will be automatically disqualified as an applicant. Thanks!