CAREER PROFILE:

KNOWLEDGE MANAGER

DEGREE REQUIRED?

No
But Bachelor’s Degree is recommended
Certifications encouraged

MEDIAN SALARY

$75,000

JOB GROWTH

11%

SOFT SKILLS

Multitasking
Leadership
Big-picture vision
Responsible

COMMON JOB DUTIES

▶ Help organizations to identify, document, and access intellectual assets like employee expertise, best practices, and organizational knowledge

▶ Perform information searches, knowledge mapping, and knowledge management

▶ Knowledge of laws, regulations, policies, and ethics as they relate to cybersecurity and privacy

▶ Ensuring compliance with Payment Card Industry and Personal Health Information data security standards

▶ Design, build, implement, and maintain a knowledge management framework that provides end-users access to the organization's intellectual capital

▶ Promote knowledge sharing between information owners/users through an organization's operational processes and systems

▶ Lead efforts to promote the organization's use of knowledge management and information sharing
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