Downloaded from <https://www.velvetjobs.com/job-descriptions/academic-program-director>

# Example of Academic Program Director Job Description

Our growing company is hiring for an academic program director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for academic program director

* Work with the project’s Instructional Designer to complete the development of remaining online courses for the CEEMS Graduate Certificate in Engineering Education Program for teachers by mid-semester of 2017 Fall Semester
* Order and schedule all courses for the online CEEMS Graduate Certificate in Engineering Education Program for teachers
* Coordinate activities of Research Team to ensure research program is proceeding and on schedule
* Develop and institutionalize processes developed in the grant for sustainability beyond the grant period, as planned
* Prepare quarterly report on program progress and results
* Coordinate advertising and recruitment of participants to take the CEEMS Graduate Certificate in Engineering Education Program courses
* Coordinate recruitment of participants for other tracks of the program, including STEMucation Academy
* Assist in preparation of reports to NSF
* Regular interaction with Budget Manager, District Coordinator, and Project Graduate Student Coordinator
* Provide leadership for the Master of Social Work (MSW), the Doctor of Social Work, and the PhD in Social Work programs in the Barbara Solomon School of Social Work and Human Services

## Qualifications for academic program director

* 2 years of experience teaching college courses or working to promote academic integrity or responding to academic misconduct
* Master's Degree in Adult Education, Student Affairs, or Higher Education Administration or similar field
* Experience in higher education, interacting with students, faculty and staff
* Experience working with online education
* Terminal degree in health science field or Ph.D
* Propose and develop innovative opportunities to enhance summer session programming, including pre-college programs