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# Example of Academic Program Director Job Description

Our company is growing rapidly and 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

* Serve as head of academic affairs, responding to staff and family concerns in a timely manner
* Support instructional staff, encourage collaboration between instructors and teaching assistants, and gather information through classroom observations
* To academic staff regarding documentation and instructional activities
* Communicate with families regarding academic concerns Address and appropriately document staff and student conduct issues
* Respond to student concerns and needs in a positive and supportive manner
* Train instructional staff on evaluation systems and CTD policy/procedures
* Generate, organize, and distribute academic data and documents
* Inform administrative staff of student or staff concerns as appropriate
* Track confidential student health information and communicate to instructional staff as appropriate
* Provides input, support, and feedback on daily administrative operations to the Program Administrator and staff

## Qualifications for academic program director

* Knowledge of higher education academic integrity philosophies and practices
* Advanced degree – preference for PhD or other terminal degree in Composition and Rhetoric, English, or a related field
* Teaching, research and programming expertise relating to first-generation students and students of color
* Utilize recruitment strategies via print, digital, and electronic mediums, events to increase graduate program visibility
* Use system resources to track and report key performance indicators specific to graduate enrollment
* Collaborate with colleges and other stakeholders to provide best practices and strategic recommendations related to graduate recruitment efforts, and promote methodical ways to improve recruitment across all academic units, with a focus on fact-based, and data driven decision making