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# Example of Assistant Program Director Job Description

Our innovative and growing company is looking to fill the role of assistant program director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for assistant program director

* Functions in the role of ESP Clinical Director when the director is away from the service
* Has 24/7 on-call responsibilities in rotation with the ESP Clinical Director
* Assists the Clinical Director of the Southeast ESP to communicate the vision, mission, and strategic goals of the program
* Assists in maintaining an up-to-date listing of and liaison with mental health service providers, including hospitals, family stabilization teams, outpatient facilities, residential facilities and shelters
* Maintains an up-to-date listing of and liaison with social service resources for families
* Provides strategic direction and support to student club leaders
* Creates content and deliver club leadership training, including ongoing meetings ongoing online and offline delivery of information
* Oversees student club expenditures ses, assist in the creation of budgets with student leaders, and execute reimbursements and COFO relationship for clubs
* Collaborates with MSMS faculty, director and staff on strategy and program planning and improvement
* Supports student affairs programming and operations

## Qualifications for assistant program director

* Skilled in multi-tasking and organization, with the ability to work in a high pressured environment
* Self-starter with strong attention to detail and the ability to work under tight deadlines
* Has a Bachelor’s degree with a background in education administration and a deep understanding of the discussion and research about socioeconomic diversity at elite institutions
* Demonstrated work experience in advising freshman whom are first generation college bound, preferable three years
* Experience and knowledge of Microsoft Office suite and social media tools
* Doesn’t mind unconventional hours, to include 1-2 evenings/week and occasional weekends