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# Example of Assistant Program Director Job Description

Our innovative and growing company is looking for an assistant program director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for assistant program director

* Experience overseeing program budgeting and reporting
* Attend meetings and represent the Center on external events
* Assist in the writeup of research, administrative and development materials
* Liaison with internal faculty and staff constituents and intereact with leadership of other internal administrative units on shared activities
* Collaborating with other Direct Marketing colleagues to develop and deliver strategies and tele-fund raising services for constituent area programs
* Building and assigning calling pools
* Providing administrative support to the Executive Director of UCCS Presents, the Executive Director of GOCA, the Managing and Artistic Directors of THEATREWORKS, and the director of the Ent Center for the Arts
* Manage UCCS Presents accounts initiating budget changes when needed and assuring all budget are expended without deficit
* Order, replace and track supplies
* Processes all student payroll for UCCS Presents programs

## Qualifications for assistant program director

* Must have a minimum of 2 years playing experience in soccer at the High School Varsity Level
* Must have minimum USSF "F" License or equivalent
* Must have strong ability to demonstrate technical skills for all ages
* Must be eligible to work within the United States without sponsorship
* Must have a minimum of 3 years of experience in soccer development and training
* Must have minimum USSF "D" License or equivalent