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# Example of Assistant Program Director Job Description

Our company is growing rapidly and is searching for experienced candidates for the position 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

* Ability to learn and respond quickly to situations that arise on a day-to-day basis
* Ability to work effectively with decision-makers across all levels within an organization
* Demonstrated experience with complex management responsibilities in a work setting that demands high quality, flexibility, and excellent customer service
* Plan and schedule complex calendar(s) with limited or no consultation, resolve calendaring conflicts
* Anticipate, facilitate, and respond to student needs, and assist in the administration of the MD-MPH program
* Assist in student recruitment, publicize and promote the program, perform public presentations, and conduct outreach to potential students
* Assist in reviewing applications, interview applicants for the program, and prepare recommendations to COPH
* Assist in designing and updating informational material and website, and with Biomedical Communications produce brochures to be distributed by COM Admissions office
* Assist in convening meetings of the MD-MPH Executive Committee, prepare agendas, facilitate meetings, maintain minutes, and follow-up on actions needed
* Assist in recruiting new faculty to expand and strengthen the teaching curriculum

## Qualifications for assistant program director

* Experience planning and managing a wide range of events
* Confidence to use initiative, ask questions and make recommendations with the end goal being process improvement and client satisfaction
* Experience in working directly with executives at all levels and a genuine desire to understand and engage with international cultures
* For graduate programs, a terminal degree from a regionally accredited institution in the program discipline within the College, with a minimum of 18 semester or 27 quarter hours of graduate coursework in the discipline
* For undergraduate programs, a Master’s degree from a regionally accredited institution in the program discipline within the College, with a minimum of 18 semester or 27 quarter hours of graduate coursework in the discipline
* 5+ years of managerial/administrative experience in a professional setting, planning and managing mission-critical services and managing budgets