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# Example of Assistant Program Manager Job Description

Our innovative and growing company is looking to fill the role of assistant program manager. 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 manager

* Create risk management list and contingency plans
* Providing innovative and educated solutions to Program Manager regarding the training program’s needs assessment, curriculum design, and program evaluation
* In collaboration with Program Manager, developing and updating training materials using in training program – pocket guides, handbooks and notebooks
* Researching and developing innovative training approaches specifically for the targeted audiences of the work zone safety and maintenance training program
* Assisting with the development and coordination of the annual NCDOT Maintenance technical Assistance Project, with an annual budget of approximately $500,000
* Providing on-site training services throughout North Carolina, in other states, and internationally
* Evaluating training feedback (both by official feedback forms and by in-class observation) to monitor and improve course effectiveness and make any necessary adjustments to training programs
* Complex Business and Financial Analysis
* Works with Contract Manager to ensure all staff is properly trained and hold appropriate certifications necessary for safe and effective program delivery
* Drive, track and report to ensure clear and effective corrective actions being taken by action owners and decision makers

## Qualifications for assistant program manager

* You are working towards a bachelors in a technical engineering discipline (Industrial, Electrical, Mechanical, and Civil)
* You typically volunteer to lead projects and help your team achieve goals
* A Development Plan – to ensure you are constantly growing and progressing in your career
* A Department Head Level Mentor – to offer guidance as you progress through your development plan
* Exposure across multiple departments – to allow you to gain a foundational understanding of hotel operations
* Involvement in Hotel Projects – to provide you with the opportunity to showcase your skill set and innovation abilities