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# Example of Director Assistant Job Description

Our growing company is looking for a director assistant. 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 director assistant

* Regularly collect and report appropriate and meaningful "metrics" to measure outputs and outcomes of Fraternity and Sorority Life
* Assist in the management of the budgets assigned to the Office of Fraternity and Sorority Life
* Work collaboratively with the Office of the Dean and Student Rights & Responsibilities, to assure consistency in standards within the Greek community
* Oversee and manage the Greek Conduct Board including the adjudication of all chapter code of conduct violations associated with Fraternity & Sorority Life
* Serve as a liaison to inter/national HQs and professional staff, including meeting and community with traveling, leadership, and chapter development consultants
* Plan and lead Chapter President’s Meetings and Chapter Advisor Meetings
* Advise a minimum of 10 chapters across all five Governing Councils
* Maintain Fraternity and Sorority Life student and alumni database, produce chapter grade reports on a semesterly basis, and produce Fraternity and Sorority Life annual report
* Maintain department website, listservs, and Twitter and Facebook accounts
* Draft correspondence, media talking points, reports, promotional and other written materials

## Qualifications for director assistant

* Experience developing, monitoring and reviewing new service rates, fees, and budget proposals
* Comprehensive understanding of strategic planning, organizational development, operational excellence, and project management concepts, principals and application
* Experience with process improvement techniques
* Experience developing metrics or work outputs and outcomes with sound monitoring strategies
* Comfortable and effective in a culture of change and transition
* Experience in program design, development and evaluation