Downloaded from <https://www.velvetjobs.com/job-descriptions/director-education>

# Example of Director, Education Job Description

Our company is looking to fill the role of director, education. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for director, education

* Manages data on student education programs
* Responsible for managing the program budget
* Assists with Career Development courses, resources, and seminars, including presentations at orientations, courses, and admission events
* Advises students and maintains an advising load
* Nurture and develop the team to grow in their skills and careers and enable them to be leaders of their own functional areas
* Oversee the build and maintenance of a certification program
* Manage a team of instructional designers, trainers and certification managers overseeing the curation and maintenance of content and curriculum
* Identify opportunities for revenue generating programs to educate our customers and further expand our custom training program including demand generation
* Optimize and expand our free training program for end users based on our user engagement metrics and outcomes
* Communicate with the Customer Success teams to understand customer needs for educational materials

## Qualifications for director, education

* Demonstrated ability to utilize the principles, methodologies and practices of adult education, instructional design, evaluation and research
* Demonstrated interpersonal and organizational skills for program coordination/evaluation and working with groups
* Master’s Degree in Communications, Marketing, Hospitality, Higher Education Administration, Public Administration or related field
* Three years of marketing, project or program management or related work experience
* Possess ability to make independent decisions
* Ability to work, in a highly professional manner, with a wide variety of people, including external partners and university faculty, staff, and students