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# Example of Program Assistant Director Job Description

Our growing company is hiring for a program assistant director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for program assistant director

* Serves as one of the primary contact with students and assists with academic, personal, and administrative issues that arise
* Collaborates with MSMS Career Development professional to execute the co-curricular career development programming designed to supplement MSMS courses and maximize students’ Kellogg experience
* Assists with program management and administration
* Builds partnerships and collaborates with administrative and academic departments at Kellogg
* Provides direct support and guidance to faculty related to course preparation, classroom management and study group composition
* Designs, creates and implements systems and processes to ensure continued quality of successful operation of Kellogg MSMS program
* Supports data management, analysis & reporting
* Designs and maintains record-keeping mechanisms about MSMS enrolled students, and alumni
* Performs analyses and prepares reports used by Kellogg and non-Kellogg audiences for recruiting, tracking, evaluation, and programmatic purposes
* Creates, administers, and analyzes yearly evaluation and other surveys targeted at prospective and current students, used for developing recruiting strategies and program improvements

## Qualifications for program assistant director

* Development/execution of promotions
* Demonstrated ability to be engaging on the air and to work across various formats
* Active involvement with the Academy of Nutrition and Dietetics
* Prior program director experience in a CPD (strongly preferred), Didactic Program in Dietetics (DPD), Dietetic Internship Program (DI), or Dietetic Technician Education Program (DTEP), or have served as a preceptor in one of those programs
* At least 2 years –preferably 3 years - in a student services and/or higher education environment, which may be substituted with experience in a comparable MBA program (experience in a University setting is highly preferred)
* Thrives in an energetic and fast paced environment and enjoys interacting with a broad range of individuals