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# Example of Program Assistant Director Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of program assistant director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for program assistant director

* Oversee design and execution of a 2-week Program Launch comprised of academic workshops, orientation activities, and cohort-building events
* Manage Ed.L.D
* Scheduling meetings Corporate reviews, Sector reviews, Division reviews, for senior management and program staff
* Serves as a lead role in shaping ITP’s educational mission regarding space and office, teaching lab, and research lab resources to meet ITP’s strategic objectives and accommodate planned growth in programmatic, research, faculty, and student activities and communities
* Serves as a liaison between the Director of ITP and various college and campus administrative constituencies
* Develops, communicates and manages a full-year plan to provide high quality student services through efficient admissions, application evaluations, course scheduling and advising processes
* Develops, implements, and oversees marketing strategies unique to the ITP student recruitment process by coordinating the marketing efforts of all ITP faculty and staff, overseeing the website design and implementation by the Website Design Specialist
* Recommends, plans, and manages all ITP office administrative responsibilities, meets routinely with the ITP Faculty Director to communicate progress, proactively propose strategies and solutions to improve administrative efficiency, and report important administrative issues to the ITP Faculty during faculty meetings
* Recommends and leads the development and implementation of new education projects for ITP upon approval by faculty such as new Professional Master’s Programs, ITP Academy courses, fundraising campaigns, or other opportunities as assigned by the Faculty Director
* Demonstrated marketing management skills and the ability to work effectively with decision-makers across all levels within an organization

## Qualifications for program assistant director

* Management of extremely complex calendar and scheduling requirements
* Plan, coordinate and ensure the Directors schedule is followed and respected
* Arranging complex cost-effective air/hotel/ground transportation while creating detailed travel itineraries
* Close collaboration with other Executive Assistant peers
* Excellence in program management and project management
* Ability to work backwards from requirements to create compelling and effective sales and marketing assets that Deliver Results is essential (e.g., playbooks, job aids, communication plans)