



Example of Program Assistant Director Job Description

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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

- 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