**Assistant Program Director Standard Job Description**

**Classification Title:** Assistant Program Director

**FLSA Exemption Status:**Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Assistant Program Director, under general direction, assists in the development and implementation of assigned programs.

**Essential Duties/Tasks:**

**40% Program Development and Management**

* Assists in developing, enhancing, and delivering assigned program objectives for the department.
* Works in close collaboration with departments.
* Utilizes assessments to ensure that the assigned program meets or exceeds standards.
* Assists in evaluating performance reports and analyzing program statistics for reporting, tracking progress, and making adjustments to programs.

**20% Program Leadership and Staff Supervision**

* Supervises program staff.
* Assists in the development, oversight, and approval of program budgets.
* Assists with identifying and securing program funding and expansion resources.

**10% Community Engagement and Outreach**

* Increases participation and involvement of various segments of the community.

**10% Program Evaluation and Continuous Improvement**

* Assists in evaluating performance reports and analyzing program statistics for reporting, tracking progress, and adjusting programs.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Six years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Excellent written communication, analytical, interpersonal, and organizational skills.
* Excellent leadership and supervisory skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**