

University Support Personnel System Class Specifications

TITLE: Medical School Program Specialist

CLASS CODE: 265

OVERTIME PAY: Ineligible

PRIMARY RESPONSIBILITY

Manages the Volunteer and Affiliate Faculty Program.

TYPICAL TASKS

Manages the appointment process for volunteer and affiliated faculty.

Verifies medical credentials.

Manages data in the customized PeopleSoft database.

Performs quality control of the eVFAC workflow and PeopleSoft database.

Submit confidential/personnel data and completes application packages.

Works with various UCF offices to facilitate the distribution of on-boarding items.

Serves as project manager for ongoing system modifications for the volunteer faculty database and collaborates with College of Medicine Information Technology department.

Serves as liaison to the Graduate Medical Education (GME) and Residency Program Offices.

Assists in developing best practice strategies and makes recommendations of new business processes to optimize the overall affiliated/volunteer faculty program and participation activity for College of Medicine and Burnett School of Biomedical Sciences.

Maintains faculty directory in the Volunteer and Affiliated Faculty Program Directory.

Provides training for the Volunteer Affiliate Program.

MINIMUM QUALIFICATIONS

An associate's degree in an appropriate area of specialization and five years of appropriate experience; or a high school diploma and seven years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Admissions Specialist
Job Code: 177

Overtime Pay: Ineligible

Primary Responsibility

This is work performing specialized student admissions support work and assisting in coordinating an admissions program.

Typical Tasks

Monitors changes in legislation of college policies affecting admissions, readmissions, transfer, registration, or graduation requirements.

Investigates and resolves problems.

Evaluates student academic records for admission, readmission, transfer, or graduation.

Interviews students.

Notifies students of admission, readmission, registration, or graduation requirements and procedures.

Maintains student records.

Compiles and maintains student enrollment data.

May visit high schools or community colleges.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
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or call (407) 823-2771

UCF Human Resources website:



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Registrar Specialist
Job Code: 230

Overtime Pay: Ineligible

Primary Responsibility

This is work performing specialized student records work and assisting in coordinating registrar functions.

Typical Tasks

Monitors changes in legislation of college policies affecting admissions, readmissions, transfer, registration, or graduation requirements.

Investigates and resolves problems.

Evaluates student academic records for admission, readmission, or graduation.

Interviews students.

Notifies students of admission, readmission, registration, or graduation requirements and procedures.

Maintains student academic records.

Certifies enrollment, grades, and degree information.

Compiles and maintains student enrollment data.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Financial Aid Specialist
Job Code: 175

Overtime Pay: Eligible

Primary Responsibility

This is work assessing financial aid eligibility for students.

Typical Tasks

Evaluates student financial aid applications and forms.
Interprets student financial aid program regulations.
Compares and assesses students' eligibility against financial aid requirements.
Conveys eligibility or ineligibility to students.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization and one year of appropriate experience; or a high school diploma and five years of appropriate experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Student Union Specialist
Job Code: 173

Overtime Pay: Ineligible

Primary Responsibility

This is work assisting in coordinating program activities in a student union.

Typical Tasks

Oversees space reservations.

Coordinates equipment availability and delivery for conferences, conventions, student meetings and activities, and special events.

Advises student organizations regarding program activities.

Advertises program events.

Minimum Qualifications

A high school diploma and six years of appropriate experience. Appropriate college course work may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Admissions Specialist
Job Code: 176

Overtime Pay: Ineligible

Primary Responsibility

This is work performing specialized student admissions support work.

Typical Tasks

Evaluates student academic records for admission or transfer.
Interviews students.
Notifies students of admission requirements.
Compiles and maintains student enrollment data and records.
May visit high schools or community colleges.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization and one year of appropriate experience; or a high school diploma and five years of appropriate experience.
Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Registrar Specialist
Job Code: 210

Overtime Pay: Ineligible

Primary Responsibility

This is work performing specialized student records support work.

Typical Tasks

Evaluates student academic records for readmission, transfer credit, or graduation.
Notifies students of readmission, registration, academic action, transfer credit and graduation policies and procedures.
Maintains student academic records.
Compiles and maintains student enrollment data.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization and one year of appropriate experience; or a high school diploma and five years of appropriate experience.
Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Financial Assistance Counselor
Job Code: 171

Overtime Pay: Eligible

Primary Responsibility

This is work counseling and assisting students who have financial obligations to the University.

Typical Tasks

Interviews students to determine financial status and insurance coverage.
Advises students of available federal and state financial aid programs.
Reviews insurance policies to determine deductible, co-payment, and extent of coverage.
Compiles estimate of medical fee, discusses cost with student, and arranges for repayment of debt.
Determines eligibility for postponement or cancellation of loan repayment.
Schedules and implements collection efforts.
Verifies status, cancellation, credit, delinquent notices and letters, and posts accounts with collection agencies.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization; or a high school diploma and four years of appropriate experience. Appropriate college course work may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Financial Aid Specialist
Job Code: 174

Overtime Pay: Eligible

Primary Responsibility

This is work advising students regarding financial aid programs.

Typical Tasks

Provides information about available financial aid programs.
Indicates general eligibility requirements of each financial aid program.
Assists students completing financial aid forms.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization; or a high school diploma and four years of appropriate experience. Appropriate college course work may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Teacher's Aide
Job Code: 172

Overtime Pay: Eligible

Primary Responsibility

This is work supervising children and assisting child care teachers in a day care center.

Typical Tasks

Supervises children during indoor and outdoor activities.
Leads group activities.
Monitors and reports child adjustment problems to teachers.
Assists in preparing classroom materials.

Minimum Qualifications

A high school diploma. Incumbents in a licensed child care facility must meet the requirements of Chapter 402, Florida Statutes.

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University Support Personnel System Class Specifications

TITLE: University Union Program Specialist

CLASS CODE: 195

OVERTIME PAY: Eligible

PRIMARY RESPONSIBILITY

Assists with student activity programs at a university student union.

TYPICAL TASKS

Conducts recreational, educational, or social programs.

Provides information and material to student organizations involving preparation for program events.

Schedules league sporting events and maintains records.

May supervise night or weekend staff.

MINIMUM QUALIFICATIONS

A high school diploma and four years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.