



Job Title	Assistant Dean, Burnett Honors	Job Code	AA0117
Pay Plan	A&P	Pay Grade	21
Union	Non-Union	FLSA Status	Exempt
Job Family	Academic and Program Management	Union Code	000
		Subfamily	Academic Administration

Job Family & Subfamily Summary

Academic and Program Management Professionals develop, administer, or support programs that enhance the learning environment for students or faculty development.

Academic Administration Professionals develop, implement, promote, and administer academic and/or administrative services in order to further the teaching and research mission of the University. Responsibilities include developing, evaluating, and/or overseeing curriculum or program offerings, communicating program goals, developing community partnerships and programs, advising deans and faculty regarding programmatic issues, and handling complex administrative problems for an academic based unit.

Job Summary

Directs and leads all recruiting efforts and oversees the admission process for The Burnett Honors College (TBHC) University Honors program. Oversees all activities and programming of the Office of Honors Student Services in the Burnett Honors College (TBHC). Responsible for student data recording, and management for TBHC.

Representative Duties

1.
 - Manages staff and directs the activities of the Office of Honors Student services
 - Directs and leads all recruiting efforts of The Burnett Honors College
 - Oversees the admission process for The Burnett Honors College University Honors program and for incoming freshmen and transfer students
 - Leads all the student academic and demographic data recording and processing for the college, including database design and query processes from multiple UCF data sources
2.
 - Leads the Honors student performance audits for the University Honors students in The Burnett Honors College
 - Certifies students for graduation with University Honors and ensures timely communication with the UCF Office of the Registrar
 - Maintains the status of the University Honors students that determines their eligibility for enrollment in Honors courses and the early multiple term registration status
 - Administers the Peoplesoft security access for the Burnett Honors College staff
 - Provides the continual update and improvement of the data records, synchronization of Honors data with other UCF's student data systems (UCF Pegasus Mine, UCF Undergraduate Admissions, UCF Office of the Registrar, UCF Housing and Residence Life, UCF Orientation, UCF College of Medicine, etc.); collaborate with database managers to design the appropriate data accessing platforms for both internal and external users
3.
 - Designs and executes all reports involving University Honors
 - Designs, implements and oversees special programs such as the National Scholars Mentorship program, the UCF BS/MD articulation, the MEDD joint degree program, The Burnett Honors College QEP pilot programs, etc.
 - Leads and trains office staff, administers the office budget and contributes to the Honors courses planning based on enrollment projections and retention data
 - Represents the college on university level committees

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Master's	PhD
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 5+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.