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| Job Title | Assistant Director, Multicultural Academic and Support Services | Job Code | SD0417 |
| Pay Plan | A&P | Pay Grade | 16 |
| Union | Non-Union | FLSA Status | Exempt |
| Job Family | Student Development & Enrollment Services | Union Code | 0 |
| | | Subfamily | Multi-Cultural |

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Multi-Cultural Professionals provide a diverse range of programs and opportunities that are committed to supporting and promoting multicultural awareness; advocating the advancement of matters of social justice, equity, and inclusion.

Job Summary

Responsible for leading all aspects of programming, student outreach, management and enhancement for multiple programs towards the persistence, retention and graduation efforts.

Representative Duties

1.
 - Directs the development and strategic direction of academic support services
 - Coordinates the first-generation retention committee made up of representatives from across the campus community
 - Identifies gaps in services and support and request support from various departments to ensure student academic success and student success
 - Generates queries to determine student enrollment, grades, enrollment, intent to graduate, persistence and retention
 - Manages student success collaborative processes internally
2.
 - Conducts studies and surveys, prepares and disseminates report findings that provide information relevant to the accomplishments of the goals of MASS and other university multicultural and first-generation student retention activities
 - Coordinates annual Institutional Effectiveness Plan and strategic goals for student success, career readiness, safety, and enrollment of First time in College (FTIC) and transfer multicultural and first-generation student populations
 - Compiles and prepare data reports regarding enrollment, persistence and retention data of target student populations
 - Develops instruments, disseminates survey instruments, and analyzes data
 - Analyzes data, generates and disseminates semester and end of year reports
3.
 - Manages program operations, outreach activities, and events i.e. conferences, workshops, seminars
 - Coordinates advising sessions, case management, student tracking and planned student success interventions
 - Serves as the State of Florida campus liaison for former foster care youth
 - Assists in coordinating appropriate university departments / units for workshops and presentation which support multicultural and first-generation student retention
 - Provides trainings to various SDES and UCF departments on issues pertinent to retention and graduation of multicultural and first-generation students
 - Serves as a resource for first time in college (FTIC) multicultural, first generation, multicultural transfer, adult learners, and former foster care youth

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| 4. |
| <ul style="list-style-type: none"> • Researches grant opportunities and assists with the securing of grant funds for programs and student outreach • Assists with the development of budget • Serves on various UCF committees and boards as assigned by the Director or Vice President • Provides guidance and supervision to staff. |

Education, Experience, Skill Requirements

| | Required | Preferred |
|---|------------|-----------|
| Education Level | Bachelor's | Master's |
| Certification(s) | | |
| Licensure(s) | | |
| Work Experience | | |
| 4+ years of relevant work experience 1+ years of leadership experience OR 2+ years of relevant work experience with a Master's Degree 1+ years of leadership experience | | |
| Additional Requirements | | |
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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.