



Job Title	Assistant Director, Admissions	Job Code	ES0140
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	Enrollment Services	Union Code	0
		Subfamily	Admissions

Job Family & Subfamily Summary

Enrollment Services Professionals participate in activities related to academic admissions, registration, financial aid services, and orientation for current and potential university students.

Admissions Professionals recruit, evaluate, and participate in the selection of candidates for admission. Coordinate with all organizations and individuals involved in the admissions process. Advise applicants and parents about educational planning.

Job Summary

Coordinates and evaluates programs and services. Assists in the recruitment, admissions and enrollment of targeted markets identified as potential prospects for university.

Representative Duties

1.

- Procures and evaluates the Florida Education Fund grant
- Manages the UCF McKnight Center of Excellence's National Achievers Society program
- Develops and implements academic, professional, personal enrichment workshops and mentoring opportunities for underrepresented students in grades 4-12 who reside in the Central Florida area
- Monitors the academic progress of students assigned to the program
- Serves as a resource for students and parents regarding educational, cultural and social programs, opportunities and options
- Provides information to assist in the student development process
- Participates in state-wide meetings for Centers of Excellence
- Serves as primary liaison with the Office of Undergraduate Admissions, Student Financial Assistance and Office of Research & Commercialization
- Monitors Academic Enrichment Award Scholarship recipients academic status and scholarship requirements
- Maintains department website; works closely with IT Department

2.

- Represents the university by conducting information sessions for prospective students and parents
- Assists in planning, organizing and implementation of all other recruitment activities directly related to target markets including but not limited to Open Houses, high school visits and area receptions
- Answers telephone calls, electronic mail and other correspondence from prospective students, families and high school guidance counselors about the admission process
- Reviews and evaluates admissions applications and academic credentials
- Computes high school and college grade point averages for applicants in compliance with the State of Florida and university admissions standards
- Renders admission decisions
- Provides students with holistic support by supporting the Pegasus Path model, while empowering students to understand their own degree requirements and to become advocates for themselves
- Serves as subject matter expert and provides leadership for coaches and support teams
- Provides issue resolution and has higher level access to systems
- Provides community outreach and engagement

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 leadership experience with a Master's Degree 1+ 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.