



Job Title	Assistant Director, Enrollment Services	Job Code	ES0130
Pay Plan	A&P	Pay Grade	16
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

Oversees and supervises the daily operations. Works with the team to ensure data accuracy and timely processing of documentation, reports and communication to applicants or admitted students. Provides audit and compliance review. Serves as a Designated School Official (DSO) and Alternate Responsible Office (ARO) for the University.

Representative Duties

1.

- Oversees the processes and daily operation/activities pertaining to the student's application/admission for all UCF programs
- Coordinates audits, monitors reports/alerts and assists in the development of guidelines/policies to ensure the university remains compliant with regulations, reporting deadlines, record keeping and data-entry
- Directly supervises the team and ensures current and any newly hired staff receive training that is required for their position
- Ensures communications and student's documents are issued in a timely manner with data-entry accuracy by the team
- Provides advising/admissions support handling complex student cases
- Ensures website, communication and publication tools remain current and up to date
- Provides outreach and training to UCF departments/colleges and liaises with external offices, government agencies and other universities

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		

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.