



Job Title	<u>Assistant Director, First Year Experience</u>	Job Code	<u>SD0821</u>
Pay Plan	<u>A&P</u>	Pay Grade	<u>17</u>
Union	<u>Non-Union</u>	FLSA Status	<u>Exempt</u>
Job Family	<u>Student Development & Enrollment Services</u>	Union Code	<u>0</u>
		Subfamily	<u>Student Success Services</u>

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.

Student Success Services Professionals provide quality programs and services that support student success.

Job Summary

Responsible for the review and evaluation of international credentials to determine if applicants have obtained the equivalent of a US high school or Post-Secondary school in order to comply with SACS accreditation and UCF admission policies. This position provides customer service to potential and current students, and provides data reports to UCF faculty and staff. The position also oversees the processing, admission, and enrollment of international students.

Representative Duties

1.

- Evaluates international admissions documents, transcripts and degree certificates to determine if applicant has US high school equivalency for admission into an academic program (including Global Achievement Academy and IEP Undergraduate Track)
- Calculates GPA's for international credentials and examine credentials for authenticity
- Reviews requirements for admission eligibility and renders decisions
- Communicates with students, faculty, and staff regarding evaluation status, if additional documents are required to complete evaluation, and for admission requirements needed to render an admission decision
- Updates and maintains student information in the student information system
- Provides documentation of the outcome of the credential evaluation to be scanned into the applicants' files
- Supervises Admission Specialist position that assists with the processing of admissions documents and admission of students associated with international programs
- Communicates with other universities and professional organizations to determine evaluation policies and guidelines
- Updates internal guidelines as changes to policy are made
- Keeps informed on new policies regarding acceptance of international students

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.