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|-------------------|------------------------------------------------------|--------------------|-------------------|
| Job Title | Assistant Director, Graduate Thesis and Dissertation | Job Code | AA0430 |
| Pay Plan | A&P | Pay Grade | 18 |
| Union | Non-Union | FLSA Status | Exempt |
| Job Family | Academic and Program Management | Union Code | 0 |
| | | Subfamily | Academic Services |

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 Services Professionals provide services and support for operations of academic programs.

Job Summary

Assists in ensuring that the college goals are achieved for university publication of student thesis/dissertation submissions and for the Pathways to Success Program.

Representative Duties

1.
 - Manages thesis/dissertation operations, processes, and systems
 - Supervises the thesis/dissertation coordinator
 - Coordinates workshop offerings for the Pathways to Success Program
 - Develops and presents workshops
 - Coordinates publications projects
2.
 - Directs the development, implementation, and interpretation of operating procedures for the preparation and submission of thesis and dissertation documents to the university archive
 - Interprets policy and advises students and faculty
 - Establishes and applies review standards to facilitate quality in university publication
 - Resolves record, system, and process issues
 - Researches and recommends system and process changes
3.
 - Develops and implements communication plans
 - Communicates with students, faculty, staff, and others in the UCF and external community
 - Researches and recommends new offerings for the Pathways to Success Program, through collaborations with directors and managers in UCF offices and external organizations
 - Serves on university committees and represents the university at workshops, conferences, and other activities
 - Researches and implements services and programming for postdoctoral associate community

| 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 | | |
| 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.