



Job Title	Assistant Director, Graduate Funding	Job Code	ES0143
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	Union Code	0
Job Family	Enrollment Services	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

Responsible, in coordination with the Assistant Dean, for supervising and administering the functions, policies, and practices of the college as required for awarding graduate funding to qualified graduate students and funding to faculty approved for a Preeminent Postdoctoral Program award. Requires close coordination with graduate student financial assistance, admissions and registration, and recruiting processes in the programs, and colleges.

Representative Duties

1. Financial Administration

- Analyzes graduate financial data and makes management decisions
- Plans and manages the graduate fellowship promotion, award and verification processes for UCF
- Serves as a backup for tuition waiver budget setup and oversight

2. Administrative Liaison

- Coordinates the fellowship award and payment processes and ensures that graduate assistantship processing is completed within targeted time frames to maximize efficiency
- Performs approval and oversight of graduate assistantship assignments and postdoctoral scholar employment
- Trains college and department faculty and staff on university policies and procedures regarding financial support for graduate students and employment of postdoctoral scholars

3. Student Advising and Service

- Counsels prospective and current graduate students about funding options, financial support policies and procedures
- Supervises the delivery of communication plans for prospective and current students regarding UCF graduate student financial programs
- Coordinates events to support the university graduate fellowship programs
- Conducts research to track effectiveness of graduate financial assistance as it relates to recruiting high-quality students and retention; compiles data in summary reports for review by Graduate Studies administration

4. Award Promotion

- Assists with the development of recruiting plans and materials for UCF graduate fellowship programs and the Preeminent Postdoctoral Program
- Delivers presentations, workshops and other resources to support this effort
- Represents the university at recruiting events held at UCF as well as at those requiring travel within Florida and out of state

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+ year(s) of leadership experience OR 2+ years of leadership experience with a Master's Degree 1+ year(s) 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.