



Job Title	<u>Assistant Director, Student Conduct</u>	Job Code	<u>SD0615</u>
Pay Plan	<u>A&P</u>	Pay Grade	<u>16</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 Conduct</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 Conduct Professionals provide educational opportunities that foster individual growth, ethical development and personal accountability to students through a formal conduct system.

Job Summary

Collects information from applicants who answer affirmatively to crime/discipline questions on their application for admission or re-admission and reviews with supervisor for recommendation of admission to UCF. Completes Dean Certifications for current or past students.

Representative Duties

1.
 - Processes applications and collects applicant information on affirmative answers on crime/discipline and then provides recommendations to admissions offices
 - Conducts phone and in-person interviews with applicants
 - Completes and forwards Dean Certifications for current and former students to entity of their choice
 - Meets with students who have violated Rules of Conduct
 - Reviews requests for record sealings and prepare letter for Director of the Office of Student Conduct to sign

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.