



<b>Job Title</b>	<u>Assistant Director, Student Involvement</u>	<b>Job Code</b>	<u>SD0721</u>
<b>Pay Plan</b>	<u>A&amp;P</u>	<b>Pay Grade</b>	<u>16</u>
<b>Union</b>	<u>Non-Union</u>	<b>FLSA Status</b>	<u>Exempt</u>
<b>Job Family</b>	<u>Student Development &amp; Enrollment Services</u>	<b>Union Code</b>	<u>0</u>
		<b>Subfamily</b>	<u>Student Involvement/ Leadership</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 Involvement/Leadership Professionals** provide quality programs and leadership opportunities that enrich the student experience and enhance the campus environment.

**Job Summary**

Assists in providing leadership to community and outreach programs and their student programming schedule.

**Representative Duties**

1.
  - Assists in supporting the planning and implementation of UCF student programming
  - Oversees Office of Student Involvement's approval process of on-campus events dealing with risk management, food/alcohol, and insurance/liability
  - Develops and coordinates leadership training for student leaders and graduate students that focus on skill building, diversity, and inclusion
2.
  - Develops, coordinates, and provides trainings, workshops, and retreats
  - Travels to Connect Campuses on a consistent basis to attend activities/programs, meet with students and supervise many large-scale programs and events as necessary to ensure the proper and timely implementation and execution of policies, procedures, programs, and services
  - Oversees the creation and implementation of graduate student programming and support inclusive of marketing efforts
  - Fosters relationships, develops partnerships and collaborates with College of Graduate Studies and other university entities and campuses that support graduate students
3.
  - Oversees the annual budget
  - Formulates and applies university policy for program areas
  - Works collaboratively with projects and grants

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
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		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

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**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.**