



<b>Job Title</b>	Assistant Director, University Admissions	<b>Job Code</b>	ES0134
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	18
<b>Union</b>	Non-Union	<b>Union Code</b>	0
<b>Job Family</b>	Enrollment Services	<b>Subfamily</b>	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**

Assists in the overall direction, planning, organization and supervision for University Admissions. Manages a team providing marketing, recruitment, application processing, student support, and enrollment services.

**Representative Duties**

1.

- Serves as liaison and assists in formulating, recommending, managing, and supporting university policies and procedures related to the recruitment, application, admissions, and enrollment
- Assists in developing effective operations, strategic planning, organization and processing of applications to meet the institution’s growth and diversity goals as well as insuring that the goals and objectives for the department, university and the Board of Trustees are communicated and achieved
- Reviews and renders admission decisions, participates in recruitment efforts and execution of the institution's recruitment plan
- Engages in outreach and consultation and maintains relationships for university and campus partners as well as the community and high schools
- Supervises the front desk customer service team
- Manages the collection of assessment data by creating and distributing surveys
- Provides periodic and ad hoc reports
- Represents the university at site visitations at high schools, community fairs, and student groups
- Leads and directs a team of student Ambassadors who conduct campus tours and impart valuable first-hand information to UCF's prospective students and families

<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 leadership 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

---

**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.**