



<b>Job Title</b>	<u>Assistant Vice President, UCF Downtown Student Services</u>	<b>Job Code</b>	<u>SD0817</u>
<b>Pay Plan</b>	<u>A&amp;P</u>	<b>Pay Grade</b>	<u>22</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 Success Services</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 Success Services Professionals** provide quality programs and services that support student success.

**Job Summary**

Responsible for facilitating access to courses, programs, services, activities, and facilities for students with disabilities. Works in collaboration to develop and implement best practices in promoting inclusive design, determining and facilitating reasonable accommodations, and assessing service effectiveness. Collaborates with students, faculty, and administrators across campus to improve the accessibility of campus through the delivery of programs and services that promote inclusion.

**Representative Duties**

- Facilitates course accommodations and modifications with faculty teaching courses for students in Inclusive Education Services
  - Assists in managing the Inclusive Education Services website, social media and other communication initiatives
  - Assists with outreach for Inclusive Education Services including recruitment of prospective students
  - Assists with the student selection process for Inclusive Education Services
  - Collaborates with students, faculty and staff to identify barriers (physical, course design, policy, attitudes, etc.) to full participation in the curricular and co-curricular environments and facilitate appropriate accommodations
  - Analyzes disability concerns from both an environmental and a disability perspective
  - Assists in the coordination of reasonable accommodations in consultation with students, faculty, and staff
  - Provides consultation, information, resources, and referral to both students with disabilities and university, faculty, and staff members
  - Creates and maintains appropriate records by documenting communication with and regarding students and recording recommended courses of action or accommodations
  - Collects and analyzes disability documentation presented by students as a tool in assessing access and planning individual strategies
  - Participates actively in the continuing development of services, programs and activities in an effort to reduce campus barriers
  - Collaborates and communicates effectively with the Inclusive Education Services and Student Accessibility Services teams
  - Participates in University efforts to improve the design of curricular, information, physical, and co-curricular environments
  - Provides consultation throughout the University on universal design, social construction of disability. And intersections of disability with campus environments
  - May participate on University committees, task forces, and networks and serve a liaison role with other department
  - Maintains membership with relevant state and/or national professional organizations
  - Stays abreast of national, state, and local disability-related issues via listservs and publication review
  - Participates in professional development activities through presentation, publications, attendance at conferences and/or related activities as funding is available
  - Maintains appropriate confidentiality in verbal and written communications

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Master's	Terminal
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
8+ years of relevant work experience 5+ years of leadership experience OR 5+ years of relevant work experience with a Terminal Degree 5+ 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.**