



Job Title	Associate Director, Admissions	Job Code	ES0136
Pay Plan	A&P	Pay Grade	19
Union	Non-Union	FLSA Status	Exempt
Job Family	Enrollment Services	Union Code	0
		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

Provides oversight and direction for the planning, organization of university recruitment and admissions. Responsible for communication and collaboration with leadership, staff and academic programs across campus to strengthen and strategize UCF prospective student recruitment efforts.

Representative Duties

1.
 - Analyzes data to create and refine processes aimed at meeting institutional goals
 - Researches, develops and implements best practices
 - Establishes a sustainable and efficient admissions operating budget
 - Provides direct and indirect supervision, support, learning and development for the recruitment and customer relations teams
 - Manages, maintains, and implements matters related to admissions technology and software
 - Directs and oversees policy, content development and production timelines for marketing materials and activities
 - Directs recruitment and marketing activities for domestic and international admission and special programs
 - Collaborates with key campus partners on recruitment-related initiatives to ensure that enrollment goals are met
 - Serves as a point of contact for high school counselors, generating reports and distributing information and data so that they can properly advise prospective students on enrollment issues
 - Represents UCF to external partners and vendors

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
6+ years of relevant work experience 2+ years of leadership experience OR 4+ years of leadership experience with a Master's Degree 2+ 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.