



Job Title	Associate Director, First Year Experience	Job Code	SD0812
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	Union Code	0
Job Family	Student Development & Enrollment Services	Subfamily	Student Success Services

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

Primary point of contact for the UCF Orientation program. Plans and implements the Transfer and Freshman (FTIC) Orientation program for students and family members. Responsible for program development, program implementation, supervision of staff, fostering collaborative relationships with campus partners, and overall assessment of the program.

Representative Duties

1.
 - Coordinates schedules, logistics, and the communication of information to campus partners, students, and their family members
 - Produces effective publications and materials
 - Develops Orientation program including budget oversight, reallocation within the departmental budget, and sources advertisements and sponsorships
 - Implements the UCF Orientation program including managing the schedule, assisting with the administration of the Orientation web reservation system, and providing support to students and guests
 - Completes full assessment of the Orientation program including reports, data analysis, and overview of program and initiatives
 - Establishes partnerships and collaborative relationships with key stakeholders across UCF
 - Collaborates with UCF Connect and the Center for Distributed Learning to provide structure to the Orientation process for Connect Centers and UCF online students
 - Supervises, recruits, selects, and trains staff
 - Serves on University-wide committees to provide First Year Experience perspective, while maintaining open communication and provides updates with the First Year Experience staff as a whole
 - Oversees day-to-day operations of FYE in absence of Director

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 relevant work 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.