



Job Title	<u>Associate Director, Student Involvement</u>	Job Code	<u>SD0727</u>
Pay Plan	<u>A&P</u>	Pay Grade	<u>17</u>
Union	<u>Non-Union</u>	FLSA Status	<u>Exempt</u>
Job Family	<u>Student Development & Enrollment Services</u>	Union Code	<u>0</u>
		Subfamily	<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 the initiation, planning, development, and implementation of a comprehensive campus life program. Helps facilitate involvement opportunities for our students through co-curricular activities to help strengthen their connection to UCF.

Representative Duties

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- Supervises and supports unit
- Focuses and provides involvement opportunities for non-traditional student populations
- Assists the Director as the principle office assessment coordinator in the creation and implementation of the office's assessment plan
- Organizes the annual data collection and reporting schedule
- Assists in creating a diverse and inclusive environment for students and staff through diversity and inclusion education
- Assists in organizing OSI's involvement in International Education Week, Cultural Months Committees and other diversity/inclusion opportunities
- Assists with and represents OSI on Special Projects/Divisional Initiatives
- Develops and maintains collaborative relationships with other departments, students, administrators, faculty and the community

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.