



<b>Job Title</b>	Director, Academic Program	<b>Job Code</b>	AA0435
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	19
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Academic and Program Management	<b>Union Code</b>	0
		<b>Subfamily</b>	Academic Services

**Job Family & Subfamily Summary**

**Academic and Program Management Professionals** develop, administer, or support programs that enhance the learning environment for students or faculty development.

**Academic Services Professionals** provide services and support for operations of academic programs.

**Job Summary**

Manages a variety of programs and activities to support the college’s education, experiential learning, career services and research efforts.

**Representative Duties**

1.
  - Provides direction to staff
  - Serves as primary point of contact, facilitates coop/internship, and entrepreneurship opportunities for students, including outreach to prospective employers, posting positions, and recruiting students
  - Develops and implements marketing/recruitment strategy for both students and prospective employers
  - Manages events related to assigned projects and workshops
  - Maintains positive relationships with participating employers, and UCF mentors, participating students and industry mentors
  - Compiles, analyzes, and reports on data
2.
  - Creates and maintains database of student career activities, both current and future: major-related work experiences while enrolled, professional certifications earned while enrolled, employment upon graduation, and job changes
  - Serves as Teaching Assistant (TA) for IDS non-credit course for internship, entrepreneurship, research students
  - Assists with managing budgets
  - Assist chairs with offerings of training seminars for professional certifications, including advertising training seminars, socials, procuring training materials, making appropriate room reservations at UCF with the collaboration of faculty
  - Manages scholarship requests and tracking with the collaboration of faculty
3.
  - Collaborates with internal and external partners
  - Coordinates logistics of events
  - Serve as mediator of mentor and mentee to establish the learning community environment
  - Assists on various projects as designated by college

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
8+ years of relevant work experience 3+ years of leadership experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

## Level Addendum

*Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.*

**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.**