



<b>Job Title</b>	Director, Enrollment Services – Downtown	<b>Job Code</b>	ES0146
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	19
<b>Union</b>	Non-Union	<b>Union Code</b>	0
<b>Job Family</b>	Enrollment Services	<b>Subfamily</b>	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 administrative responsibility for development, implementation and evaluation of student outreach services intended to attract selected underrepresented student populations and encourage them to enroll into post-secondary institutions. Responsible for outreach & recruitment efforts as directed by the Assoc. VP for Enrollment Services to diversify the groups of students interested in UCF. Provides oversight & responsibility for the organizational, administrative, budget, supervisory functions.

**Representative Duties**

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- Provides oversight & responsibility for organizational, administrative, budgetary, supervisory and procedural functions to ensure program goals and objectives are met
- Solicits for grant opportunities; manages grants awarded
- Oversees pre-collegiate programs
- Develops and achieves measurable outcomes that facilitate student success toward high school graduation and postsecondary enrollment
- Supervises and provides guidance, trains, motivates, and appraises individuals to achieve goals and results
- Hires personnel within the department in accordance with university recruitment guidelines
- Enhances awareness throughout the university campus and surrounding Central Florida community through strategic marketing and communication efforts and meetings with key local constituents
- Builds, maintains and strengthens a support network consisting of community organizations, local agencies, public school systems, business, industry, alumni, parents and friends of the University of Central Florida
- Serves on local councils & boards
- Recruits and targets eligible underrepresented students to participate in the programs and services designed to motivate and prepare students to enroll in postsecondary institutions
- Successfully delivers a comprehensive financial literacy program
- Tracks and monitors academic progress of scholarship recipients
- Collaborates with Office of Student Financial Assistance regarding any financial assistance matters for prospective, and current students
- Participates in professional development opportunities, conferences and other activities as requested and approved

## 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 OR 6+ 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

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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.**