



Job Title	Director, First Year Experience	Job Code	SD0814
Pay Plan	A&P	Pay Grade	19
Union	Non-Union	FLSA Status	Exempt
Job Family	Student Development & Enrollment Services	Union Code	0
		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

Responsible for organization, administrative, budgetary, supervisory, scheduling, and procedural functions of all aspects of the FYE office and its programs, including Orientation, Pegasus Parent Program, Learning & Interacting with New Knights, Pegasus Palooza, Out-of-State Student Mentoring program, Summer B programming, SLS 1501 (Strategies for Success Freshman Seminar), The Knighting (Convocation), and the Common Read program.

Representative Duties

1.
 - Supervises office staff, graduate assistants, and students
 - Provides oversight of budget including review, assessment, allocation, and reallocation of funds within the departmental budget
 - Establishes collaborative partnerships and relationships with key stakeholders across the UCF community to assist in facilitating strong programs for students and families
 - Recommends and assists in the development and implementation of university policies and procedures, which affect the office including setting the office mission, vision, and values
 - Serves on numerous university committees dedicated to university-wide initiatives, UCF's collective impact, and SDES's transformative opportunities strategic plan

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience OR 6+ years of relevant work experience with a Master's Degree 3+ 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.