



Job Title	Director, Multicultural Academic and Support Services	Job Code	SD0418
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	Student Development & Enrollment Services	Union Code	0
		Subfamily	Multi-Cultural

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.

Multi-Cultural Professionals provide a diverse range of programs and opportunities that are committed to supporting and promoting multicultural awareness; advocating the advancement of matters of social justice, equity, and inclusion.

Job Summary

Responsible for leading all aspects of programming, student outreach, management and enhancement for multiple programs towards the persistence, retention and graduation efforts for multicultural and first-generation students on the University of Central Florida campus.

Representative Duties

1.
 - Directs programs to help increase the retention, persistence, and graduation of multicultural and first-generation students
 - Provides budget management, staff supervision, training, development and planning and evaluation of all activities for the MASS department
 - Oversees all investigation, research and secures grant writing for the office
 - Manages all internal and external budgets and grants
 - Analyzes data, generates and disseminates semester and end of year reports
 - Manages assessments in the office and making sure the I.E. assessment plan is done in a timely manner
 - Investigates ways in which technology can be used in order to enhance and increase the scope of MASS services using technology as a means for delivery
 - Meets with students one on one in order to provide guidance and assist them in being successful at UCF
 - Provides leadership and development of educational programming for high school and middle school students through our pre-college outreach conducted through the MASS office
 - Serves on various UCF committees and boards and is chair of the MASS Community Advisory Board

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.