



<b>Job Title</b>	Director, Student Affairs	<b>Job Code</b>	COM29
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	20
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	College of Medicine	<b>Union Code</b>	0
		<b>Subfamily</b>	

**Job Family & Subfamily Summary**

**College of Medicine Professionals** are specialized and unique to the UCF College of Medicine.

**Job Summary**

Responsible for the leadership, oversight, and coordination of all student service programs and processes for the UCF College of Medicine (COM), including independently managing all daily operational activities pertaining to student services. Responsible for ensuring adherence with UCF & COM policies as well as the development and implementation of new processes and/or programs as needed. This position implements and oversees career advising activities and service-learning programs, as well as provides oversight for student groups and activities. This position supervises all COM Student Services activities and personnel and reports directly to the COM Associate Dean for Students, as well as serves as a liaison with administrative units and committees within the university & COM.

**Representative Duties**

**1. Student Service Programs Oversight**

- Oversees the mission, organization, and delivery of student service programs
- Evaluates effectiveness and develops modifications if necessary, and creates new programs
- Directs and supervises operational activities pertaining to student services, ensuring that UCF & COM policies are followed
- Serves as a COM Student Affairs Liaison with administrative units and committees within the university and the COM
- Provides substantial oversight of and development of the overall Student Affairs budget
- Implements career advising activities and the College of Medicine Physician Advising and Support System (COMPASS)
- Counsels and advises students on personal, academic and career issues and make appropriate referrals
- Tracks student credentialing with all external clinical sites
- Responsible for planning, scheduling, and tracking all career development activities

**2. Community Partnerships**

- Develops service-learning programs by defining, developing and cataloging opportunities for community engaged learning in conjunction with community partners
- Coordinates and manages community-based partnerships that create service-learning opportunities for UCF COM students
- Oversees service-learning and student services information on the UCF COM website and other publications
- Tracks approval and liability coverage for student service-learning and other research and extracurricular activities

**3. Student Organizations**

- Oversees all student council and student organization expenditures
- Oversees all student events, including service on the COM's Events Management Team and completing University SAFE forms

## 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

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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.