



Job Title	<u>Director, Student Success Services</u>	Job Code	<u>SD0816</u>
Pay Plan	<u>A&P</u>	Pay Grade	<u>21</u>
Union	<u>Non-Union</u>	FLSA Status	<u>Exempt</u>
Job Family	<u>Student Development & Enrollment Services</u>	Union Code	<u>0</u>
		Subfamily	<u>Student Success Services</u>

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

Provides oversight, development and implementation of support services and the service-learning program for students in the M.D. program, providing a student-friendly, service-oriented environment. This position has primary responsibility for the career counseling program, student organizations and student council, credentialing, student events, and student resources.

Representative Duties

- Oversees the mission, organization, and delivery of student service programs
 - Evaluates effectiveness, develops modifications and creates new programs
 - Directs and supervises operational activities ensuring that policies are followed
 - Serves as a Student Affairs Liaison with administrative units and committees within the university and the college
 - Provides substantial oversight of and development of the Student Affairs budget, working in close collaboration with the Associate Dean for Students
 - Provides annual updates to the M.D. Program Student Bulletin and associated policies
 - Implements career advising activities and the College of Medicine Physician Advising and Support System
 - Counsels and advises students on personal, academic and career issues and make appropriate referrals
 - Plans, schedules, and tracks all career development activities
 - Administers the NRMP registration process or other applicable matching programs
 - Serves as the Careers in Medicine Liaison for UCF COM to the AAMC
 - Develops and maintains the Good Place to Start student online resources, as well as the COMPASS Roadmap to Residency program, a comprehensive resource for career counseling for medical students
 - Coordinates faculty development to increase knowledge of faculty advising via workshops, individualized training and orientations, and maintaining dedicated faculty advising web resources
 - Develops service-learning programs by defining, developing and cataloging opportunities for community engaged learning in conjunction with community partners
 - Coordinates & manages community-based partnerships that create service-learning opportunities for students
 - Oversees service-learning and student services information on the UCF COM website and other publications
 - Serves as the campus expert on service-learning and community-engaged scholarship matters
 - Tracks approval and liability coverage for student service-learning and other research and extracurricular activities
 - Provides oversight and guidance to the M.D. Program Student Council and all Recognized Student Organizations
 - Provides budgetary oversight of 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
 - Oversees the tracking of student credentialing with all external clinical sites
 - Revises, interprets, and educates students and personnel within the COM, in implementing policies and rules of various external agencies (state and national) as they relate to COM Student Affairs

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.