



Job Title	Multicultural Academic and Support Services Coordinator	Job Code	SD0413
Pay Plan	A&P	Pay Grade	15
Union	Non-Union	Union Code	0
Job Family	Student Development & Enrollment Services	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

Assists in providing leadership regarding the needs and concerns of Multicultural and first generation students through the planning, developing, implementing and managing comprehensive education cultural programs.

Representative Duties

1.

- Develops, plans and initiates special intrusive outreach to multicultural and first-generation males
- Coordinates assessment and appropriate interventions for multicultural and first-generation male students at the University of Central Florida
- Utilizes a tracking system to monitor academic progress for multicultural, first generation, and first time in college male students
- Provides advising for multicultural and first-generation males
- Coordinates the brother to brother program
- Analyzes data and disseminates semester and annual reports for brother to brother program
- Develops and implements mentoring program for Male students
- Collaborates with campus departments to promote student success through Co- Curriculum programming
- Assists with orientation and registration process for FTIC, underrepresented, and multicultural students
- Assists with conducting MASS workshops, and Student Success Conference
- Assists with in developing and writing internal and external grants
- Assists with the implementation of College Prep Day and State College Day
- Utilizes social media to promote MASS programming and services

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience OR 0+ years of relevant work experience with a Master's Degree		
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.