



<b>Job Title</b>	<u>Outreach Program and Student Conduct Coordinator</u>	<b>Job Code</b>	<u>SD0611</u>
<b>Pay Plan</b>	<u>A&amp;P</u>	<b>Pay Grade</b>	<u>15</u>
<b>Union</b>	<u>Non-Union</u>	<b>FLSA Status</b>	<u>Exempt</u>
<b>Job Family</b>	<u>Student Development &amp; Enrollment Services</u>	<b>Union Code</b>	<u>0</u>
		<b>Subfamily</b>	<u>Student Conduct</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 Conduct Professionals** provide educational opportunities that foster individual growth, ethical development and personal accountability to students through a formal conduct system.

**Job Summary**

Manages outreach programming.

**Representative Duties**

1.
  - Attends table at all FTIC and Transfer orientations, as well as campus events
  - Coordinates and facilitate workshop requests from UCF community
  - Meets with students for one-on-one coaching sessions or small group academic integrity workshops
  - Attends committee meetings
  - Prepares a biweekly report
  - Updates website information
  - Sends appointment reminders for student appointments
  - Updates resources for students

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

<b>Physical/Environmental Demands</b>
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.**