



<b>Job Title</b>	Student Care Coordinator	<b>Job Code</b>	SD0811
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	16
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Student Development & Enrollment Services	<b>Union Code</b>	0
		<b>Subfamily</b>	Student Success Services

**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**

Addresses needs of students having issues with academics, mental or emotional health, psychological, economic, disciplinary, family relationships or social adjustments through a variety of interventions, referrals and follow up services.

**Representative Duties**

1.

- Collects, evaluates and records all facts pertaining to reports of student of concern.
- Formulates action plans to minimize and/or resolve problems with students of concern
- Contacts parents when necessary and appropriate to mobilize parental support for the students' needs
- Provides referrals to support services within the university and community agencies
- Following up on prior cases to ensure compliance with recommendations
- Coordinates efforts for compliance with university mandated assessment policy for Baker Act and Marchman Act students

2.

- Assists with daily correspondence and communication with students and Students of Concern reporters
- Participates on weekly Student of Concern Team to review reports of Students of Concern regarding resources and referrals and serves as chair
- Oversees process and procedure for students in financial distress including the coordination of the Knights Emergency Fund and chairing the University Homeless Student committee
- Oversees National Hunger and Homelessness Awareness Week programing for Student Care Services
- Supervises Social Work student interns
- Participates in University Crisis Team meetings, present relevant case material and serves as chair
- Serves as community liaison by building consistent and relevant off-campus partnerships, in order to assist students with social services needs including but not limited to, facilitating access to medical care, off campus housing, and financial assistance
- Participates in the education, outreach, and planning efforts for Student Care Services and UCF Cares
- Communicates class absences to relevant university partners
- Conducts assessment for Student of Concern process for student learning outcomes
- Conducts outreach efforts directed at students, faculty and staff regarding the Student of Concern reporting process, university resources, and working with students in distress
- Maintains an updated directory of community resources available to students
- Provides periodic consultation with Student Health Services, Counseling and Psychological Services, and Housing and Residence Life and other university constituents
- Prepares annual reports, monthly reports and weekly reports with accurate statistical information
- Maintains an electronic database (records management system)

<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.**