

University of Central Florida
Regional Campuses, Central Region
UCF Valencia West/Valencia Osceola
Enrollment Services Office
Assistant Director, Academic Support Services

The University of Central Florida, UCF-Valencia Osceola/UCF-Valencia West Orlando Campuses is seeking an Assistant Director, Academic Support Services (A&P position # 33124) to support the Central Region Enrollment Services Office. This position will provide direction in all areas of Enrollment Services including: postsecondary admission processes, student recruitment planning and implementation, financial assistance, and records/registration functions. Other responsibilities include staff supervision, student recruitment planning, marketing and liaison with the partnering community college, departments on the Orlando campus and other regional campuses. Travel to other regional locations and to the Orlando Campus as necessary.

Minimum requirements: Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience.

Preferences: Selected candidate will possess experience with college or university admission processes, demonstrated supervisory experience, and knowledge of BOT and University rules/regulations, community college and state university articulation and transfer initiatives, and legal issues that relate to the confidentiality of student records. In addition, candidate needs to have the ability to interpret and explain policies to students, faculty and staff, and the ability to maintain effective working relationships with students, supervisors and interdepartmental personnel. The ability to work collaboratively with multiple institutional partners is a necessity. The selected candidate will have experience with student recruitment planning, marketing and computer skills to perform accurate and consistent data collection and analysis, financial aid and records/registration. We seek a highly motivated and conscientious person with excellent communication and interpersonal skills who can responsibly supervise and manage staff and operations within a team. Working experience with Microsoft Windows, Office Suite and PeopleSoft is desired.

To apply for the position go to the University of Central Florida Human Resources website, <https://www.jobswithucf.com> and submit an on-line Administrative and Professional (A&P) application along with a cover letter, résumé, and two current letters of recommendation. The deadline to submit an application is **April 22, 2010**.

The University of Central Florida is an equal opportunity, equal access, and affirmative action employer.