TITLE OF POSITION: Assistant Director for Leadership & Commuter Student Services
DEPARTMENT: Office for Student Involvement, Rose Hill

RESPONSIBILITIES:
- Co-Advises (with the Assistant Dean for Student Involvement) the United Student Government, which consists of the Executive Board, Vice Presidents, Senators, and various committees.
- Develops and implements a comprehensive leadership program with the student Leadership Initiatives Committee including the Leadership Weekend retreat, the Fordham University Emerging Leaders program (FUEL), and on-going leadership development opportunities.
- Attends the National Jesuit Student Leadership Conference (NJSLC) and National Association for Campus Activities (NACA) when applicable, with a student delegation.
- Enhances and maintains the Leadership and Commuter Student Services websites; and reviews the United Student Government website.
- Serves as Commuter Student Services coordinator, assessing/addressing the needs of commuters, as well as providing support and valuable services. Provides resources, programs, and support specifically to off-campus students, including the Student Lounge.
- Advises the Commuting Students Association, working towards creating a more active commuter student body and encouraging frequent, diverse programming.
- Supervises 12 Commuter Assistants who help integrate first-year commuters to Fordham and provide on-going support to all commuter students.
- Spearheads major signature programs in conjunction with student groups such as Commuter Week, an annual fundraiser for charity known as “Thanks-give-way,” and the Commuter Appreciation Reception.
- Utilizes the department online content management system for student groups, OrgSync, to help maintain information, advertise events, and communications to specific populations such as Commuter Students.
- Coordinates meetings, agendas and logistics for Student Life Council and Student Life Council Executive Board monthly meetings.
- Assists the Director for Student Formation with the commuter aspects of the New Student Orientation Program and freshmen core programming.
- Supports other Student Involvement areas on large-scale events such as campus-wide social events, Club Leader Summit, senior class events, spring weekend, and other major programs.
- Collaborates on University-wide events such as Homecoming, Commencement, and Admissions Open Houses.
- Other Duties as assigned.

QUALIFICATIONS:
- A bachelor’s degree; a master’s degree in Student Personnel Administration, Counseling or related area is preferred. Education and experience should be related to position responsibilities.
- Has two to four years experience in the area of event planning, budget management, leadership, and student programming.
- Possesses exceptional interpersonal communication skills, with experience in facilitating workshops, teaching, and training.
- Demonstrates knowledge of program development and implementation, advising, and group dynamics as necessary to perform the duties designated by this position.
- Must be computer literate.
- Flexible with work hours (night and evening work required), and availability to attend to emergent situations on campus as needed.
- Must be able to demonstrate creativity and flexibility in working on various projects with a variety of constituent groups.

START DATE: 9.4.18
SALARY: Commensurate with experience
SEND LETTER & RESUME TO:
Cody Arcuri
Assistant Dean for Student Involvement
Office for Student Involvement - Fordham University
E-mail: involvementrh@fordham.edu

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