ADMINISTRATIVE POSITION ANNOUNCEMENT

Title: Assistant Director, Real Estate Institute

Department: Professional and Continuing Studies, Rose Hill

Responsibilities:
The Assistant Director will support the Director in the planning, development, implementation and administration of academic programs in Real Estate and related areas that promote and maintain the School's competitive advantage in the marketplace as well as develop and implement strategies to recruit and retain students. S/he will:

- Identify new geographic markets, institutions for collaborative opportunities, and new programs.
- Assist Director with proposals for new academic programs.
- Develop and maintain relationships with practitioners in the field and professional organizations to maintain attentiveness to market needs.
- Assist in the development and oversight of new programs offered in a variety of course formats.
- Assist with the development of marketing strategies for recruiting new international and domestic students.
- Review course offerings to evaluate quality and financial viability of existing programs and curricula.
- Determine what and when courses offerings should be eliminated, upgraded or maintained.
- Assist with the scheduling and evaluation of courses.
- Manage faculty and student services.
- Monitor program performance by measuring retention of students and faculty evaluations.
- Assist with the development and implementation of strategies to retain students.
- Participate in the advisement of students regarding course content.
- Resolve student problems and oversee service to current and potential students including response by staff to all student inquiries.
- Ensure that staff and systems are in place to provide high and consistently excellent levels of service to students.
- Assist in the recruitment, interviewing and selection of adjunct faculty.
- Monitor faculty performance through observation and other techniques including student course evaluations.
- Monitor faculty adherence to syllabus and curriculum plan.
- Assess student retention rates for each faculty member and determine course of action to address with retention issues concerning specific faculty members.
- Help resolve personnel issues and performance problems.
- In conjunction with Director, develop and administer the departmental budget including revenue and expense projections.
- Develop, grow, and maintain a collaborative relationship with key personnel in other schools with a view to creating joint programs and inter-related offerings.
- Perform clerical duties to support the REI as needed by the Director.

Minimum Qualifications:

- 10 years of demonstrable managerial effectiveness in business and/or higher education
- Extensive knowledge of the Real Estate and Construction Management industries
- Must be able to work within a complex, matrix organizational structure.
- A professional demeanor, strong organizational and project-management skills, attention to detail, ability to work under pressure in a fast-paced environment analyzing and interpreting large data sets.
- Skill in working across diverse groups of people, including faculty, students and administration.
- Bachelor’s degree required, Master’s preferred
- Outstanding oral and written communication skills.
- Intercampus and other travel is required as needed.

START DATE: ASAP

SALARY: Commensurate with experience

Send Cover Letter and CV to: Ruth Diamond, Assistant to the Dean, rdiamond7@fordham.edu

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