ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Student Service Coordinator

DEPARTMENT: Graduate School of Social Service, Westchester Campus

The Student Service Coordinator contributes to the development and implementation of GSS student services policies, procedures, requirements, and activities under the direction of the Assistant Dean for Student Services. As a vital member of the Student Services team, the Student Service Coordinator participates in providing a variety of direct support services to students including information and problem solving, academic advisement, registration, orientation, and professional development opportunities. This position will operate primarily from the Westchester Campus.

RESPONSIBILITIES:

- Provide advisement to students on academic course curriculum and plans of study
- Assist in the coordination of GSS Academic Advisors assigned to provide direct advisement services to students
- Assist in the monitoring of student academic records in order to ensure compliance with degree requirements and provide early intervention for successful progress towards degree completion
- Coordinate and assist in implementation of a range of student activities such as orientation, professional development series, conferences, workshops, graduation, student advocacy and other social/academic events
- Assist in training provided by the Student Services Department to faculty, administrators, staff and the community
- Provide information and support to all GSS students to include identify students in crisis and providing appropriate resources/referrals
- Assist in ensuring the content accuracy and timely revision of all Student Services informational and administrative materials including the GSS Student Handbook and Website
- Participate in Student Services Department meetings and GSS committee/meetings as necessary
- Other duties as needed

QUALIFICATIONS:

- Possess an MSW degree from a CSWE-accredited social work program
- A minimum of 3-5 years of administrative experience in higher education/educational institution preferred
- Integrity, sound judgment, and ethical decision-making
- Detail-oriented, with strong organizational and time management skills
- Clear professional written and oral communication skills
- Exceptional interpersonal and relational skills
- Function independently as well as part of a team operating a complex environment.
- Able to adapt to changes in priorities, unexpected events or unanticipated demands
- Technical proficiency in current software applications such as Microsoft Word, Excel, Google spreadsheets

STARTING DATE: ASAP

DAYS: Tuesday to Saturday

SALARY: Commensurate with experience.

SEND LETTER & RESUME: Linda Ann White-Ryan, whiteryan@fordham.edu

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