ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Dean for Juniors and Transfer Students

DEPARTMENT: Fordham College at Lincoln Center (FCLC)

The Assistant Dean for Juniors and Transfer Students at Fordham College at Lincoln Center (FCLC) is responsible for supporting the academic progression of all juniors and the integration of transfer students into the college. FCLC is an arts and sciences college in the heart of Manhattan that enrolls approximately 2,000 undergraduate students from a wide range of social, economic and cultural backgrounds. The college provides majors in the humanities, social sciences, and natural science, as well as outstanding programs in theater, visual arts, music, social work, and education, as well as a BFA in Dance in collaboration with the Alvin Ailey School. The Assistant Dean for Juniors and Transfer Students reports to the Dean of FCLC and works closely with the other FCLC class deans, the pre-law director, the pre-health advisor, faculty, academic department leadership, Student Affairs and Campus Ministry.

RESPONSIBILITIES:
• Serves as a member of the FCLC Dean’s leadership team and of the student advising office
• Supports the Catholic and Jesuit mission of the University
• Represents the College at various evening and weekend events
• Advises students regarding college and university curricular requirements and academic policies
• Counsels students using technology software about the core curriculum, academic progress, course registration, major declaration, internship opportunities, study abroad, research, fellowship and scholarship opportunities, the job market, post graduate volunteer opportunities, and graduate school application
• Works collaboratively with departmental associate chairs, program directors, and faculty
• Develops programs for juniors, including juniors convocation and workshops capacitating juniors
• Serves external and internal transfer students with credit evaluation, orientation, course registration, and advising
• Leads and coordinates annual Ars Nova, the FCLC’s Arts & Research Showcase

QUALIFICATIONS:
• 3-5 years’ experience in a higher education setting, preferably experience in undergraduate student advising.
• Master’s Degree required.
• Excellent organization, communication, and time management skills.
• Proficiency in Microsoft Office Suite and G-Suite required and Banner student information system preferred.
• Experience advising students with technology software, such as the Student Success Collaborative.
• Knowledge of national trends and literature regarding best practices in advising students from diverse social, economic, and cultural backgrounds.
• Fluency in a foreign language preferred.
• Understanding of and ability to work well with all students, including students of color, students with disabilities, commuter students, first-generation college students, and international students.
• Knowledge of and commitment to the goals of the Catholic, Jesuit mission in higher education.

START DATE: ASAP

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

SEND LETTER AND RESUMES TO: Dean Frederick J. Wertz, fclchiring@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected