ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director, Operations and Leadership

DEPARTMENT: Center for Community Engaged Learning (CCEL)
Mission Integration and Planning – Lincoln Center

RESPONSIBILITIES:

- Builds the organizational foundation of the Center in partnership with the Executive Director and the CCEL team.
- Implements standard operating procedures for all programs that emanate from the CCEL.
- Follows standards for budget processes, student programs, and a standard operational calendar for all programs.
- Leads in contact with the three key constituencies for CCEL, faculty, students, and community members by handling inquiries of interest and engagement.
- Follows up with leads for involvement by the aforementioned constituencies and consults with senior leadership when necessary.
- Serves in the Executive Director’s stead at meetings and LC events when necessary.
- Assists with the development and advancement of CCEL’s messaging which includes social media, website, and news.
- Assists in developing the message process that includes website, social media, signage for the Center overall.
- Works directly with the Director of Operations to ensure that CCEL messaging is consistent across all platforms by developing written standards of operation that the whole team can follow.
- In concert with the Executive Director evaluates the audiences and the effectiveness of CCEL messaging in reaching targeted audiences.
- Collaborates with Director of Operations to build the CCEL brand and share its positive news.
- Assists in the development of the philosophy of community and its application at Lincoln Center.
- Works with the Director of Campus and Community Leadership to include the concerns and issues of the Lincoln Center in the development of the Philosophy of Community.
- Gleans input from campus and community stakeholders to add their reflections in the building of the development of the Philosophy.
- Serves as the lead person in planning and developing the Lincoln Center programs in collaboration with the senior team members.
- In collaboration with the Director of Programs and Operations upholds the standards of programs and operations.
- Manages the Lincoln Center student leaders, budget process and affairs.
- Ensures all the Lincoln Center events and programs are on the CCEL Master Calendar.
- Provides quality control for all programs.
- Collaborates with all of the Lincoln Center colleagues in program operations, student leadership development, faculty development and community leadership with other LC colleagues.
- Collaborates with the other Lincoln Center colleagues in the actual implementation of programs.
- Carries out other duties as assigned by the Executive Director.
QUALIFICATIONS:

- Bachelor’s Degree in related field (preferably with experience in Education, Psychology, and/or Leadership Development); Master’s Degree preferred.
- Minimum 3 to 5 years of progressive experience in working with young adults, especially college-aged students.
- Minimum 2 years of progressive experience in leading/facilitating student-led service and/or immersion trips required.
- Minimum 2 years of prior teaching experience and classroom management skills a plus.
- Strong understanding and personal commitment to Jesuit Educational Mission & Ignatian Spirituality.
- Must understand the mission and vision of Fordham University and CCEL.
- Must display a deep commitment to diversity and inclusion principles and be able to transmit these values through workshops/trainings for a wide variety of audiences.
- Fluency in Spanish highly valued.
- Must be cooperative, flexible, and respectful of staff, students, visitors and community partners.
- Initiative, motivation and job development are encouraged and valued.
- Strong written and oral communication skills, knowledge of social media, and full understanding of Microsoft Office and Google Applications required.
- Must be willing to work some nights and weekends.
- Must be willing to travel occasionally between campuses, and additionally on local, domestic, and/or international site visits to community partners.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME: CCELEmployment@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 categories*