ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of Fellowships

DEPARTMENT: St. Edmund Campion Institute for the Advancement of Intellectual Excellence, Lincoln Center

RESPONSIBILITIES:

- Administers the campus application process for major scholarship and fellowships, including Rhodes, Marshall, Mitchell, Gates-Cambridge, Goldwater, Schwarzman, among others. This will include:
  - performing administrative duties under the supervision of the University Director of the Campion Institute: recruiting potential applicants among undergraduates, graduate students, and alumni;
  - conducting information sessions and workshops on various topics, including proposal development, writing personal statements, and campus interview prep;
  - providing highly individualized advising, tailored to the needs of the applicant, throughout the application process;
  - supplying logistical support as needed for application components such as recommendations and transcripts;
  - managing the university nomination process and maintaining relationships with relevant faculty and administrators;
  - publicizing competition results among core campus constituencies.
- Advertises nationally competitive international fellowships to well-qualified students, and advises students interested in applying for those opportunities.
- Manages the planning of such events such as mock interviews, information sessions, workshops, and end-of-year scholarship celebrations.
- Responsible for overseeing updates to the department website and blog, as well as the department’s social media presence on Facebook and Twitter.
- Conducts outreach to Fordham alumni who have won prestigious fellowships, as well as faculty with knowledge relevant to student applications.
- Remains up to date regarding new scholarships and fellowships, and changes to existing programs, and maintains good working relationships with fellowships representatives.

QUALIFICATIONS:

- Master’s degree required.
- Evidence of 1+ years’ experience with fellowships advising required.
- Highly developed written and oral communication skills.
- Given the importance of well-crafted personal statements and proposals, some teaching experience preferred.
- Very strong interpersonal skills are required. Must have the ability to deliver critical feedback in a kind, encouraging, and supportive manner.
- Assistant Director of Lincoln Center works in coordination with the Assistant Director at Rose Hill

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: 8/05/2019

SEND LETTER AND RESUME: John Kezel, kezel@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