ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Dean for Freshmen

DEPARTMENT: Gabelli School of Business, Rose Hill

OVERVIEW:
Reporting to the Senior Assistant Dean of Undergraduate Studies, the Assistant Dean for Freshmen works in collaboration with other class deans, the personal and professional development staff, and colleagues throughout the business school and university to ensure the academic success of the freshman class. Works with students individually on registration, curricular requirements, and academic progress, and leads large-group advising sessions on topics that contribute to student development.

RESPONSIBILITIES:
- Advises freshmen on issues relating to registration, liberal arts core requirements, possible future academic paths, and other curricular issues.
- Works with every freshman to ensure that degree requirements are being met.
- Develops and leads workshops for students on topics of personal and academic development.
- Collaborates with faculty to ensure mission and objectives of the school are achieved.
- Develops and maintains a strong working knowledge of the undergraduate curriculum.
- Collaborates with business school and university staff to organize and deliver academic orientation for the Rose Hill campus.
- Closely monitors student retention and designs and implements retention initiatives in collaboration with the Senior Assistant Dean for Undergraduate Studies.
- Collaborates with Gabelli School and university staff and committees in developing, executing and gleaning insights from surveys and other instruments to gather data about freshman satisfaction and the retention rate.
- Initiates and organizes events, retreats, and other co-curricular activities to improve student engagement and retention.
- Assists Senior Assistant Dean for Undergraduate Studies in planning and implementing all Gabelli School events related to undergraduate admissions.
- Monitors academic progress, and implements probation, suspension, and/or termination decisions.
- Works with Enrollment Services to survey the incoming freshman class.
- Addresses academic and behavioral issues.
- Maintains records of individual student meetings and curriculum progress.
- Assists in admissions, orientation, graduation, and other college-related events.
- Serves as a member of one or more cross-functional teams that bring together staff from admissions, academic advising, personal and professional development, and alumni relations.
- Interacts with university departments including, but not limited to, Registration, Career Services, PPD and Student Services.

QUALIFICATIONS:
- Advanced degree required. PhD or EdD preferred.
- Business background preferred, and/or at least three (3) years’ of experience advising students in a business education setting. The ideal candidate will have seven or more years of total work experience.
- Demonstrated ability to advise and teach in an AACSB-accredited business school.
- Commitment to student development and meeting the higher education needs of students.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: July 1, 2019

SEND LETTER AND RESUME: aksoy@fordham.edu

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