ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Dean, Career Planning Center

DEPARTMENT: Fordham Law School, Lincoln Center

A key member of the Fordham Law School senior management team, the Assistant Dean of the Career Planning Center (CPC) works closely with the Dean to enhance career opportunities for law students and alumni. The Assistant Dean reports to the Dean of the Law School and leads the office of the Career Planning Center, which is the principal source of career support for approximately 1200 JD students in the day and evening divisions and is the point of contact for more than 150 employers who recruit on campus each year and the hundreds more who recruit and hire Fordham law students and alumni in other ways. The Assistant Dean directs a staff of counselors and other administrators.

RESPONSIBILITIES:

- Oversees counseling of students and alumni in their career development and job search strategies.
- Oversees programming for students and alumni, on-campus interview program and other CPC initiatives.
- Develops and maintains relationships with employers.
- Plans and implements an innovative marketing strategy to expand the recruitment opportunities for students both locally and nationwide for legal employers and other career paths for lawyers.
- Represents CPC externally, including presentations to employers, alumni groups and other constituents.
- Manages the employment reporting protocol for the Law School’s primary regulator, the ABA; generates employment and other statistics for reporting to US News and NALP; and produces reports for other purposes.
- Partners with the two peer stand-alone offices, the Public Interest Resource Center and the Center for Judicial Engagement & Clerkships (launching in fall 2019), as well as other administrative offices, students and other constituencies within the Law School community.
- Manages the CPC budget and related financial matters.
- Sets policies for the Career Planning Center.

QUALIFICATIONS:

- Bachelor’s Degree required; Juris Doctor Degree strongly preferred.
- Five (5) or more years in a career development role, including two (2) or more years in a supervisory capacity.
- Excellent interpersonal, administrative and management skills, as well as strong skills in written and oral expression.
- Knowledge of legal market and profession, with an emphasis on the career development needs of law students.
- Experience with the NYC metro legal market a plus.
- Ability to identify and analyze trends in the legal profession.
- Experience counseling law students and alumni.
- Proven ability to foster cooperative environments and work in a collegial fashion.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

STARTING DATE: As soon as possible

SEND LETTER & RESUME: Darin Neely
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