ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:  Associate Director for Academic Programs and Strategic Initiatives

DEPARTMENT:  Center for Ethics Education, Rose Hill; www.FordhamEthics.org

OVERVIEW:
The Associate Director for Academic Programs and Strategic Initiatives is a full-time administrative position that reports directly to the Ethics Center Director, Celia B. Fisher; serves on the Center Executive Committee; and works with Center staff and associated Fordham faculty and students, to direct, administer and promote the continued growth of the Center’s interdisciplinary academic programs and events and to advance strategic initiatives and funding for research, student support, and other Center activities. The successful candidate will be a part of a collaborative environment with opportunities for building connections throughout the university and for support of scholarly pursuits linked to the Center's mission.

RESPONSIBILITIES:
- Direct the Master’s Program in Ethics & Society. Responsibilities include active efforts to increase student recruitment and enrollment; student advising and practicum supervision; creation of new interdisciplinary faculty courses; and coordination of curriculum offerings across multiple science, humanities and professional programs within the university.
- Direct the undergraduate Minor in Bioethics. Responsibilities include student recruitment, advising, coordination of curricula across multiple programs, developing and promoting interdisciplinary courses, student research and events and publicizing, coordinating and evaluating student submissions for the Chynn Ethics Prize.
- Represent the Center at the Fordham College Council and the Graduate School of Arts and Sciences Council meetings.
- Develop and oversee interdisciplinary conferences, seminars and other events, often in coordination with other centers or academic programs at Fordham.
- Work with the Center Director, Executive Committee and staff on strategic initiatives to increase funding for Center activities and to enhance national and international visibility.
- Contribute to writing annual reports and funding proposals.
- Supervise Center graduate students and monitor and update academic program websites.
- Teach one graduate or undergraduate course each semester.

QUALIFICATIONS:
- A Doctoral Degree or equivalent in the social or biological sciences, public health or humanities
- A track record of peer-reviewed publications in areas of scholarship in fields related to the Center’s mission such as ethics/bioethics, health disparities, social justice, multiculturalism, and human rights.
- A strong background in professional or scientific ethics/bioethics.
- Minimum 2 years’ experience with undergraduate or graduate teaching and student supervision.
- Minimum 2 years’ experience with program administration and ability to navigate academic administrative web-based programs.
- A collaborative style, demonstrated social facilitation skills, and excellent writing skills.
- The ability to build strong relationships and interdisciplinary collaborations with Fordham administration, department chairs, program directors, and faculty in the sciences and humanities across multiple Fordham schools and campuses.
- Knowledge of and commitment to Fordham University’s mission in relation to promoting social justice and cura personalis, care for the whole person, across multiple disciplines.

SALARY:  Commensurate with experience

FLSA CATEGORY:  Exempt

START DATE:  Applications will be considered on a rolling basis and the position will be filled when a successful candidate is identified

SEND LETTER AND RESUME TO:  Celia B Fisher, Ph.D., Director Center for Ethics Education fisher@fordham.edu
Copying Lori Merone, Administrative Assistant lmerone@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