Position: A09155

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Associate Director of Career Advising: Finance

DEPARTMENT: Gabelli School of Business

Based at the Lincoln Center campus and focusing on finance-related fields, the Assistant Director of Career Advising: Finance provides small and large-group programming and individual advising that helps graduate students and recent alumni to advance their careers through high-quality job and internship placement. He or she serves as an industry lead to promote the exchange of financial-industry career information and connections among students, alumni, faculty, and employers. Despite his or her specialty in finance-related fields, he or she also acts competently as a generalist.

RESPONSIBILITIES:

• Works with the Director of Career Advising at Lincoln Center to translate the Senior Director of Personal and Professional Development’s comprehensive PPD strategy into tangible student services—workshops, seminars, activities and personalized advising—that foster student success. Key topics include resume and cover letter review, career discernment, industry and functionally specific job search strategies, interview prep, networking, and negotiation.
• Maintains industry currency on recruiting and hiring practices, employer needs, desired academic qualifications, external certification requirements, current events, and other trends affecting the accounting and taxation fields.
• Participates in all avenues to positively affect recruiting outcomes. This may include: new corporate outreach, employer relations, playing an active role in the job-posting approval process; communicating information about career opportunities to students, faculty, and relevant student clubs; and participating in recruiting strategy sessions, annual employer debriefs, and corporate outreach discussions.
• Conducts outreach to professionals, alumni and otherwise, who can foster industry engagement, offer the PPD team new clarity on the recruiting landscape, assist students in their job searches, act as (or provides connections to) guest speakers or Supper Club participants, or otherwise enhance the student and faculty experience at the Gabelli School.
• Collects quantitative and qualitative feedback from employers and students and relays the resulting information throughout PPD to improve practices and effectiveness.
• Serves as a member of one or more cross-functional teams that link admissions, academic advising, PPD, and alumni relations to serve students through a high-quality end-to-end process.
• Develops close relationships with the finance faculty, especially those connected with relevant research centers, and ensures that faculty knowledge and industry connections are fully leveraged in service of job-seeking students.
• Enhances the overall student experience by being visible and accessible, getting to know students by name, and responding in a timely and personalized manner to all concerns.
• Acts as a link between PPD and University-wide Career Services.
• Consults on the development and execution of advanced training for Fordham alumni and New York City professionals.
• Participates in the updating of any and all internship and job databases used by the office.
• Maintains accurate records on individual student meetings and group workshop attendance, recording notes as needed in CRM and other systems.

QUALIFICATIONS:

• Bachelor’s Degree preferred; Advanced Degree preferred.
• Minimum 5 years work history in a finance-related field, either as a practitioner or in a corporate HR or recruiting role.
• Career advising experience is a plus, but not a requirement.
• Dedication to student development and the student experience.
• An understanding of how to translate the needs and requirements of the working business world into accessible, beneficial programming for students, especially at the graduate level.
• Collaborative approach and strong team orientation.
• Strong interpersonal skills, in particular the ability to make students feel supported and valued.
• Highly developed communication skills, including writing and public presentation.
• Highest standards of personal and professional integrity.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: GSBPPD@fordham.edu.

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Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories