



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A00370

Date: 5.23.19

ADMINISTRATIVE POSITION ANNOUNCEMENT

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

DEPARTMENT: Fordham Law School, Lincoln Center

Fordham University School of Law (Fordham Law School) is a leading force in legal education with one of the nation's most select student bodies, an enduring commitment to academic excellence, and a virtually unrivaled record of graduate employment. Established in 1905, Fordham Law School builds on the University's commitment to service and today offers three law degree programs—J.D., LL.M, and S.J.D—and an M.S.L. degree which is designed for non-lawyers. Fordham Law School offers dynamic academic programs including corporate law, intellectual property, information technology, and international law; an award-winning moot court and Alternate Dispute Resolution program; and numerous public service initiatives. Located on the West Side of Manhattan, as part of Fordham University's Lincoln Center, the School leverages its strengths of community, faculty, devoted alumni, and place in the nation's commercial and legal capital, providing an exceptional preparation for service-oriented lawyers, counselors, problem solvers, advocates, and leaders ready to address the needs of clients around the globe.

RESPONSIBILITIES:

- Works closely with the Dean to enhance career opportunities for law students and alumni.
- Reports to the Dean of the Law School and leads the CPC, which is the principal source of career support for approximately 1,200 JD students in the day and evening divisions.
- Develops the strategic vision and direction for the CPC, sets policy.
- Oversees the counseling of students and alumni in their career development and job search strategies, as well as the design and implementation of CPC programming, execution of the on-campus interview program involving over 150 employers, and other key initiatives of the Center.
- Developing and sustaining relationships with employers—many of whom are highly engaged Fordham alumni—including the implementation of innovative marketing strategies to expand recruitment opportunities for students on a local, national, and global basis in legal, business, and public interest sectors is critical to supporting the professional aspirations of FLS students and the enviable placement success of the School.
- Ensures the accurate collection and comprehensive reporting of employment data in accordance with protocol established by the Law School's primary regulator, the American Bar Association, and provides employment statistics to FLS stakeholders, as well as US News & World Report and NALP.
- Collaborates with the Public Interest Resource Center, the newly established Center for Judicial Engagement & Clerkships, Alumni Relations, Admissions, and Student Affairs, as well as other administrative offices to address student-driven goals and objectives.
- Beginning in fall 2019, the Assistant Dean will be a vital partner in the ongoing development and implementation of a House system establishing more intimate communities within the institution to ensure that all students feel a sense of belonging, that all have mentors, and that all receive ample guidance as they develop their professional identity and prepare to begin careers as lawyers.
- Cultivates an atmosphere of innovation and collaboration throughout a staff of 14 counselors and other administrators the Center's budget.



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QUALIFICATIONS:

- An advanced degree (Juris Doctor Degree strongly preferred), with a progressive record of experience in a career development or closely related role, including demonstrated supervision, innovation, and leadership.
- Possess excellent interpersonal, administrative, and management skills
- Strong communication skills as evidenced by written and oral expression.
- Knowledge of the legal market and profession with an emphasis on the career development needs of contemporary law students.
- Experience counseling law students and alumni.
- Knowledge of and commitment to the goals of Jesuit Education.
- Experience with the NYC metro legal market preferred.
- Ability to identify and analyze trends in the legal profession preferred.
- Proven ability to foster cooperative environments preferred.
- Work in a collegial fashion with individuals of diverse backgrounds and experience preferred.

SALARY:

Commensurate with experience

FLSA CATEGORY:

Exempt

STARTING DATE:

As soon as possible

APPLICATION AND NOMINATION:

Review of applications will begin September 9, 2019, and continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at www.spelmanjohnson.com/open-positions. Nominations for this position may be emailed to Valerie B. Szymkowicz at vbs@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

*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*