ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Dean of Student Affairs & Diversity

DEPARTMENT: Office of Student Affairs, Fordham Law School, Lincoln Center

POSITION SUMMARY:
The Assistant Dean of Student Affairs and Diversity is a key member of the Fordham Law School (FLS) senior management team. Reporting to the Associate Dean for Academic Affairs, the Assistant Dean of Student Affairs and Diversity is the chief student affairs officer, responsible for strategic leadership, direction, and assessment for a broad spectrum of services designed to support student success, enhance engagement, and foster a diverse and inclusive community across a talented, motivated student body.

RESPONSIBILITIES:
- Works collaboratively with their team and other FLS and University colleagues to champion student interests, oversee academic support, plan programs and events, support the ongoing development of the House system, and ensure the periodic review and/or establishment of policies and practices designed to promote student success, wellbeing, resiliency, professionalism, personal and social development, and progress towards degree completion.
- Oversees disability accommodations.
- Implements bar passage training initiatives.
- Manages crisis intervention and support.
- Provides executive oversight to student-led professional, cultural, and social organizations.
- Educates students on the expectations of academic integrity, Title IX policy, personal and professional ethics, and other issues impacting character and fitness according to American Bar Association policies, as well as directly manages complaints and investigations related to conduct violations.
- Supports, sustains, and enhances diversity initiatives including pipeline programs, student affinity groups, issues related to equity and social justice, the reduction of implicit bias, micro-aggressions, and discrimination toward the creation of a campus environment that recognizes and respects the dignity of all its members; and ongoing advocacy and support to domestic and international students of underrepresented backgrounds and identities.
- Advises the Dean and other senior leadership on student needs.
- Harnesses available technology to enhance information and budget management.
- Implements creative solutions to address evolving student needs and interests.
- Counsels students on academic matters.
- Supervises staff.
- Manages and oversees budgets.

QUALIFICATIONS:
- Advanced degree required with Juris Doctor preferred.
- Record of accomplishments in a student development, multicultural student services, or closely related role, including demonstrated supervision, innovation, and leadership are required.
- Excellent interpersonal and organizational skills; program design, delivery, and assessment; and high facility to advise and counsel individuals including those dealing with significant stress.
- Understanding of legal issues in higher education and best practices with regards to building diverse and inclusive communities.
- Familiarity with legal education/curriculum and the evolving landscape of today’s legal market.
- Ability to build collaborative relationships while serving as a champion for students.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: January 1, 2020

SEND LETTER AND RESUME TO: Valerie B. Szymkowicz
Spelman Johnson
vbs@spelmanjohnson.com

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