ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Dean for Student Support and Success

DEPARTMENT: Fordham College at Lincoln Center

RESPONSIBILITIES:

● Lead and coordinate efforts to improve student retention, academic progress, and graduation rates.
● Provide leadership in integrating EAB’s Student Success Collaborative Navigate platform into the work of the dean’s office, faculty advising, and the student experience.
● In collaboration with appropriate colleagues, develop and offer academic success workshops for FCLC students, such as workshops on test-taking, time management, and study skills.
● Serve on relevant committees (e.g., Retention Working Group, Probation and Dismissal Committee).
● Coordinate with class deans, faculty advisors and others as appropriate to counsel academically at-risk students and develop success plans for students on probation.
● Establish partnerships with offices on campus including: academic departments, Dean of Students and Residential Life, Campus Ministry, Career Services, Counseling and Psychological Services, Office of Multicultural Affairs, Office of International Students, Office of Disability Services.
● Drawing on the Jesuit tenet of cura personalis, develop a holistic, data-driven and outcome-oriented approach to identifying and successfully addressing the needs of different groups of students (e.g., first-generation college students, historically underrepresented students of color, commuter students, students with disabilities, international students, etc.).
● Develop and analyze indicators and metrics for both vulnerability and success, and design plans for student support and success in partnership with colleagues.
● Serve on the university-wide Diversity, Equity and Inclusion (DEI) Council, providing expertise and strategic vision for developing institutional approaches to enhancing student success and reducing disparities between and among various constituent groups.
● Coordinate planning and communication of student success programming.

QUALIFICATIONS:

● PhD and/or other terminal or professional degree strongly preferred.
● Three to five years of experience (preferred) in a higher education setting working on issues of advising, retention, and student success; leadership experience preferred.
● Knowledge of national trends and literature regarding current issues and best practices in student success and retention and progression, especially in the context of a private, residential college.
● Deep understanding of campus climate research and the impact of college environments on academic achievement and sense of belonging, especially among historically marginalized groups.
● Excellent interpersonal, written, and oral communication skills.
● Proven ability to juggle multiple responsibilities, organize, prioritize, and work collaboratively.
● Experience with data-driven approaches, including retention/advising software.
● Proficiency in Microsoft Office Suite, especially Microsoft Excel, and Google apps.
● Proficiency in or willingness to learn Banner applications and JADU (web content management system)
● Demonstrated commitment to diversity, equity, and inclusion.
● Understanding of and commitment to furthering the Jesuit mission in higher education.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: FCLChiring@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