ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Program Associate

DEPARTMENT
Graduate School of Social Service
Field Education Department
Lincoln Center

POSITION SUMMARY:
The Program Associate provides primary administrative support to the Field Education department. Develops and maintains the integrity of all department data, policies and procedures. Provides Field Education related information and technical support to members of the Field department, GSS, the Fordham community Field instructors/agencies, Field advisors and students. Assists in the organization and implementation of all department related activities and events. Works closely with the Field Education Assistant Directors. Reports directly to the Director of Field Education.

RESPONSIBILITIES:
- Provides information and technical support to members of the Field department, GSS, Fordham University, Field Instructors/agencies, Field Advisors and students. Responds to all inquiries in a timely manner professionally representing the Department and GSS
- Develops and implements Field Education-related administrative structures and processes
- Assists in the development and maintenance of Field Education related manuals and materials
- Develops and maintains departmental data systems, input and retrieval including tracking of student data and hours, assessments, surveys, agency and student evaluations etc.
- Oversees affiliation agreement/contracting process, acting as the liaison between the field agencies, GSS, and Fordham University’s Office of General Counsel
- Participates in the planning and implementation of all Field Education events and activities
- Performs periodic weekend or evening work as well as travel may be required
- Performs Other duties as assigned

QUALIFICATIONS:
- Bachelor's Degree required, or in lieu of the degree, 4 + years of related experience required
- 3 years of experience working within a college or university preferred
- Experience working with Higher Education systems preferred (i.e.; Banner, SLATE etc.)
- Integrity, sound judgment, and ethical decision-making
- Detail-oriented, with strong organizational and time management skills
- Clear, professional written and oral communication skills
- Exceptional interpersonal and relational skills
- Able to function independently as well as part of a team operating a complex environment.
- Able to adapt to changes in priorities, unexpected events or unanticipated demands
- Comfort with public speaking
- Technical proficiency in current software applications such as Microsoft Word, Excel, Google spreadsheet

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: jilee@fordham.edu

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