ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Dean, Office of Graduate Advising

DEPARTMENT: Gabelli School of Business, Lincoln Center

POSITION SUMMARY: Reporting to the Sr. Assistant Dean of Graduate Academic Advising and Student Engagement, the Assistant Dean of Graduate Academic Advising is responsible for providing academic support and advising to Gabelli MBA, MS, and dual-degree graduate students in leadership, personal/professional growth, and identity development. The Assistant Dean of Graduate Academic Advising must engage in professional development to be knowledgeable of policies and trends impacting advising, international students, and graduate business education.

RESPONSIBILITIES:
- Support the Academic Advising program for MBA, MS, and dual-degree students.
- Utilize student, advisor, and faculty feedback as well as market trends to advise students across all MBA and MS programs.
- Work with team leads to stay up-to-date on course offerings and program requirements.
- Provide advisement regarding academic performance, course selection, registration, program graduation requirements, enrichment activities, workshops, resources, clubs, and engagement opportunities including tailored support for at-risk students or students with additional needs.
- Refer inquiries to appropriate team members, departments or information source matching requests.
- Monitor student academic progress, ensuring students are on pace for graduation, and implementing interventions for amelioration when students have incompletes, excessive withdrawals, and/or are on academic probation.
- Participate in Gabelli Launch, Program Orientation, Graduation, and Enrichment activities.
- Provide introduction to academic advising and student resources at program orientations.
- Encourage student participation in Gabelli Leadership Certification, and track student participation in Leadership Networking events.
- Seek opportunities to build connections, community, and engagement of current students and alumni through involvement in academic workshops, networking, social, and service activities.
- Develop and maintain strong partnerships with administrators from partner offices such as Admissions, CDC, OIS, and Alumni Affairs as well as other offices throughout the University.
- Share information on student trends and program changes that could impact student success and engagement.
- Represent the graduate academic advising at information sessions and University events for current and prospective students.
- Work on strategic projects, new advising initiatives, and other duties as assigned by the Sr. Assistant Dean.
- Provide guidance to university leadership in support of school-wide initiatives and follow policies and procedures specific to academic advising.

QUALIFICATIONS:
- Master’s Degree and/or its equivalent required in Counseling, Advisement, Higher Education Administration, and/or MBA/MS Business programs.
- Minimum of 2 years' experience in higher education advising or administration working with masters level domestic and international students as well as faculty required.
- Must have strong interpersonal skills and fluency in Microsoft Office. Absolute attention to detail is required. Evenings, weekends and early morning hours are sometimes required.
- Must have excellent organizational skills and the ability to manage competing priorities and projects in a high volume service-oriented environment. Excellent written and verbal communication skills are also necessary. The ability to exercise discretion and judgment in confidential matters is required. The candidate must be a proven team player, able to work cooperatively in small groups or independently with minimal supervision required. Demonstrate ability to build and establish relationships with a diverse student body, faculty, and administrators.
- Openness to feedback while maintaining a growth, learning, and change-positive mindset is a must. Be pro-active with excellent interpersonal and communication skills.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Rachel Dobkins, gsbgraduate@fordham.edu

Please Include “Assistant Dean for Graduate Advising” in Subject Line

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