PROFESSIONAL NON-EXEMPT POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director, Institute on Law, Religion & Lawyer’s Work (30 hours per week)

DEPARTMENT: The Law School, Lincoln Center

OVERVIEW:
The Institute was established in 2001 as the culmination of Fordham's efforts to serve the increasing number of attorneys, judges, scholars and students who desire to integrate faith values and perspectives in the context of the challenges of legal practice. At a time when the role of religion in professional life and in the public square is hotly debated, the Institute serves as a national leader in the promotion of open, positive and constructive dialogue on issues relating to religion and law. The Institute’s events run along three tracks: interfaith, faith-specific, and international. Its publications focus on how religious perspectives may inform legal practice and legal education. For students, the Institute supports the development of courses that probe how religious teachings and values may be applied to various areas of legal theory and practice. For faculty, the Institute has developed a number of resources for reflection on religious values and legal education. The Institute also serves as a clearinghouse for research and resources on religious lawyering.

RESPONSIBILITIES:
• Develops and executes programs in close consultation with lawyers, judges, law faculty and law students on religion, law and lawyering.
• Coordinates the Institute's international programs and projects.
• Represents the Institute at public events.
• Assists in the accomplishment of the Institute’s objectives and goals.
• Assists the Director with general administrative operations such finances, fundraising, outreach and supervision of volunteers and employees.
• Navigates the Institute’s cross-cultural exchange on religious values and the practice of law, and to coordinate communication with Italian and other international organizational partners.
• Interfaces with the Fordham Law School and University administrations (financial offices, information technology, academic programs, communications, etc.).
• Assists in developing content and manages the Institute’s website.
• Manages the Institute’s databases and daily correspondence.
• Performs other duties as assigned.

QUALIFICATIONS:
• Law Degree or Master’s Degree, or their equivalents required.
• Minimum of one year of successful supervisory and/or management responsibility.
• Extensive understanding of the Catholic intellectual tradition and its intersection with legal systems preferred.
• Knowledge of Jesuit identity and mission in a higher education setting, a plus.
• Must be able to interact with people from a variety of religious traditions; experience in community-based multifaith dialogue preferred.
• Minimum one to three years of progressive experience in working with young people, especially college, graduate, and professional students.
• Ability to foster strong collaborative relationships at all levels of a complex organization and professionally interact with all levels of students, staff, faculty, and outside groups.
• Experience in event management.
• Experience with program administration and ability to navigate web-based programs.
• Strong organizational skills, self-motivated and detail-oriented.
• Exceptional interpersonal and relational skills.
• Experience with managing corporate e-mail accounts.
• Strong preference for a person who is fluent in Italian and at least one other language other than English.

SALARY: Commensurate with experience

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER AND RESUME: Darin Neely
Assistant Dean for Administration
dneely@law.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