ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Senior Assistant Dean for Graduate Advising and Engagement

DEPARTMENT: Gabelli School of Business
Lincoln Center

POSITION SUMMARY:
Fordham’s Gabelli School of Business is looking for an innovative and data-driven manager to supervise the graduate advising and enrichment team. This position reports to the Associate Dean of Graduate Studies and will oversee a team of professionals while encouraging leadership development, training, and educational success for the graduate student body. This position will support student engagement and enrichment founded in the values of diversity, equity, and inclusion, while working collaboratively to provide campus-wide initiatives that create a sense of belonging. This individual will provide support to students in leadership, personal/professional growth, and identity development in the Jesuit Tradition and must stay up to date with policies and trends impacting international students and graduate education.

• Collaborate with key stakeholders to lead, develop, plan, implement, and evaluate Academic Advising and school-based advising and enrichment programs designed to facilitate the life cycle of every graduate students’ personal and professional growth, supporting the Gabelli School’s mission, goals, and strategic priorities.
• Supervise Assistant Deans and Academic Advisors; streamline advising processes, monitor workflow and offer suggestions for improvements, ensure student academic progress audits are conducted to ensure accuracy, hold regular meetings to move the department forward, and recommend new initiatives to meet student needs.
• Serve as liaison to student affairs regarding student emergencies, resolve escalated student issues, communicate with stakeholders on student concerns, serve on Students of Concern committee, manage Title IX and academic conduct violations, and lead integrity and grade change processes, as well as withdrawal and SAP appeals.
• Act as primary liaison to Office of International Services on school-wide policies, procedures, and trends related to international students; manage STEM program status with faculty; and regularly communicate relevant updates to all stakeholders.
• Supervise Manager of Graduate Enrichment Programs; develop comprehensive orientation, launch, leadership certificate, and other ongoing development opportunities that engage and energize students with the Fordham community. Collaborate with alumni and corporate partners to ensure leadership certification and other co-curricular initiatives are industry relevant and engage members of the wider University community.
• Supervise the Assistant Director of Advising Operations; ensure accurate and up-to-date operations for all advising and enrichment functions, such as, but not limited to, course scheduling; co-curricular programming, scheduling, and budgeting; updating of University Bulletin, the academic calendar, and other documents; and advising data requests.
• Provide guidance to university leadership on school-wide initiatives; recommend policies and procedures specific to advising and student engagement.
• Partner with the Career Development Center and Faculty Program Directors to provide students with a comprehensive academic and professional development experience.
• Consult with faculty, including area chairs and faculty program directors, regarding new and ongoing program development to ensure student needs are taken into consideration; coordinate initiatives and process improvements with stakeholders to meet student needs and ensure all departments are well informed.
• Implement and maintain a CRM system to continually refine metrics for advisor caseload management; use data collection tools to monitor student satisfaction.
• Regularly report on team accomplishments and progress toward goals, as well as on student concerns, to both understand general student issues and proactively address student issues.
RESPONSIBILITIES (cont’d.):
- Monitor the effectiveness of advising communications and refine existing communication plans in partnership with relevant stakeholders to ensure students, faculty, staff, and others receive information needed at the appropriate times and that messages are clear, compelling, and motivating.
- Maintain strong relationships with the Office of the Dean, Office of Academic Records, Financial Aid, Admissions, Marketing, Faculty, Office of International Services, and Career Development.
- Collaborate with advisors and Graduate Admission to build a sense of community among admitted students.

QUALIFICATIONS:
- Terminal degree in Business, Student Development or Higher Education Administration preferred.
- 10-15 years of academic advising and programming experience with diverse populations of students; graduate experience a plus.
- Strong experience in enrollment management and recruitment.
- Deep experience working with faculty and administrators in higher education.
- Proficiency with Microsoft Office Suite. Experience with Banner, or a related ERP system, is a plus.
- Effective communicator with a wide range of stakeholders with strong problem-solving skills.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: petit@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