ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director/Student Engagement

DEPARTMENT: Career Services
Lincoln Center

RESPONSIBILITIES:
• Acts as key student engagement specialist for the Lincoln Center (LC) Campus.
• Develops and execute career-related programming, outreach, and new partnerships for Lincoln Center Campus.
• Cultivates strategic relationships with campus partners such as student clubs and organizations, Office of Student Involvement, Residential Life, relevant faculty, and Fordham Foundry to enhance career-related opportunities for students and alumni.
• Supervises Work Study part-time student workers, delegating tasks, managing schedules, approving timesheets, and ensuring work study students contribute to office mission and goals.
• Directs and supervises the Fordham Career Ambassador (FCA) Program at the LC Campus; oversees FCA recruitment, training, and advising, and collaborates with the Executive Board to develop special programs and events for students.
• Develops calendar of professional development events including webinars, career support groups, and networking prep events.
• Oversees the strategic marketing and promotion of events, programs, and department requests at the LC Campus.
• Develops and manages strategic marketing campaigns by partnering with student clubs and organizations, student leaders by department, residence hall directors, as well as identifies and establishes new campus partnerships.
• Coordinates tabling and on-campus events to promote Career Services happenings, Handshake, and additional resources.
• Creates flyers and contributes to Career Services social media channels for programs and events at the LC Campus.
• Collaborates with the Student Engagement Team to streamline marketing and promotions at both campuses.
• Develops specialized networking opportunities for Fordham students in collaboration with university partners.
• Serves as liaison to the Office of Student Involvement and Residential Life at LC to advance professional development initiatives.
• Designs and conducts presentations for all Fordham students as well as targeted offerings for unique student groups.
• Creates opportunities through technology and innovation to better promote events, programming, and services at both campuses.
• Cultivates cohesive long-term relationships with faculty, university partners, and student leaders to increase the quantity and quality of student engagement, as well as the Fordham Futures brand across campus.
• Represents Career Services at orientations, University trainings and professional development events.
• Creates and delivers topical professional development for students and alumni via workshops and individual counseling.
• Attends various on-campus and off-campus events, including University and Alumni events.
• Assumes responsibility for other special projects as assigned.

QUALIFICATIONS:
• B.A./B.S. in relevant area required.; M.A./M.S. in relevant area preferred.
• Minimum 2-3 years' experience in higher education, career services, human resources, or employer relations.
• Significant and related work experience will be considered in lieu of completing academic qualifications.
• Must be knowledgeable of latest technological advancements/resources in career services and have a strong understanding of the leading technology concerning social media and human resource training and development.
• Must possess excellent leadership, management, organizational, interpersonal, public-speaking, and time-management skills.
• Must be creative, highly motivated and have excellent written and verbal communication skills.
• Ability to develop rapport with a variety of constituents such as students, employers, administrators, faculty, and deans.
• Willingness to travel, work early mornings and evenings and occasional weekends.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: hyoung13@fordham.edu

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