



# FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

**Position:** A00740

**Date:** 06.28.21

## ADMINISTRATIVE POSITION ANNOUNCEMENT

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**TITLE OF POSITION/RANK:**

Director

**DEPARTMENT:**

Office of Prestigious Fellowships/  
St. Edmund Campion Institute for the Advancement  
of Intellectual Excellence

Rose Hill

### POSITION SUMMARY:

The Director will oversee all operations of the Office of Prestigious Fellowships, which is charged with identifying, recruiting, mentoring, and advising Fordham students and alumni from all of the University's schools to apply successfully for competitive fellowships and scholarships. Reporting to the Provost and working closely with the deans of Fordham's undergraduate colleges and graduate/professional schools, the Director will expand the profile and reach of the Office by raising awareness of prestigious fellowship opportunities, while building close relationships with partners across the University. The new Director will bring innovative ideas about how to enhance the effectiveness of the Office in each stage of student development and application.

### RESPONSIBILITIES:

- Raise awareness of fellowship opportunities via print and web materials, social media, virtual and in-person information sessions, outreach to other offices, faculty meetings, and participation in student events and activities. This would also include creating targeted outreach campaigns to recruit diverse applicants.
- Collaborate with other University offices with the aim of enhancing the experiences and promoting the development of student applicants. Such University partners include, among others: Deans' Offices, Honors Programs, Office of Career Services, the Office of Research, the Office of Study Abroad and International Services, the Center for Community Engaged-Learning, Office of Multicultural Affairs, Matteo Ricci Seminar, etc.
- In collaboration with academic deans, encourage high-potential students to engage in high-impact experiential learning (e.g., undergraduate research, Matteo Ricci, internships, study abroad, etc.) and to consider a full range of fellowship opportunities.
- Supervise and participate in the advising of students regarding the availability, eligibility criteria and application processes of scholarships and fellowships; also, oversee advising throughout the fellowship application process, including providing feedback on essays and hosting mock interviews.
- Support faculty who might assist in writing recommendation letters, serving as mentors, or conducting mock interviews.
- Support the Office of Fellowships' social justice and inclusive excellence commitment to recruit from underrepresented (first generation, minority groups, veteran, low-income, LGBTQ+) student populations and encourage these students' professional development.
- Serve as the institutional representative for Fordham University to the organizations and foundations that award nationally and internationally competitive scholarships. Build relationships with these entities in order to expand the range of opportunities presented to Fordham students and to enhance our knowledge base for what makes an application successful.
- Develop the Office's capacity to advise and mentor students from Fordham's graduate and professional schools to gain awareness of, and apply successfully for, fellowship opportunities.
- Effectively communicate successes and opportunities to University community and external audiences (including potential donors).



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## QUALIFICATIONS:

- Master's Degree; PhD preferred.
- Experience teaching, advising, and/or administering programs at the university level.
- Experience coordinating the fellowships process and/or experience advising students for nationally competitive scholarships, such as the Rhodes, Marshall, Mitchell, Truman, Fulbright, and Goldwater Scholarships. Applicants must be able to demonstrate a familiarity with best practices and a successful record of mentoring students for fellowships/awards
- Demonstrated commitment to diversity, equity, and inclusion
- Skill in leveraging technology to engage with, support, and mentor students
- Ability to bridge academic silos and collaborate with multiple stakeholders
- Ability to work with University Development, Communications, and Marketing teams
- Excellent written and oral communication skills,

## SALARY:

Commensurate with experience

## FLSA CATEGORY:

Exempt

## START DATE:

ASAP

## SEND LETTER AND RESUME TO:

[hr@fordham.edu](mailto:hr@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*