



# FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

**Position:** A09190

**Date:** 08.24.21

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## ADMINISTRATIVE POSITION ANNOUNCEMENT

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**TITLE OF POSITION/RANK:** Assistant Director for  
Fordham London and Granada Study Abroad Programs

**DEPARTMENT:** ISAP  
Rose Hill

### POSITION SUMMARY:

Reporting to the Director of the Office of International & Study Abroad Programs, the Assistant Director for Fordham London and Granada Study Abroad Programs is a key member of the study abroad office team. They contribute to advancing Fordham's global mission by managing recruitment, advising, and enrollment for 400-500 undergraduate study abroad students for Fordham's London and Granada-based programs.

In collaboration with the Director, London Centre staff, Granada staff, and other University offices, the Assistant Director manages key enrollment processes including student registration, housing selection, visa advising, and pre-departure orientation.

### RESPONSIBILITIES:

- Develops and implements a recruitment strategy for internal and external students
- Manages recruitment and advisement materials including program websites, email campaigns, printed materials, fairs, and other events.
- Serves as primary contact for London and Granada study abroad students in New York.
- Works closely with overseas staff and director on program development with focus on diversity initiatives, STEM academic fields, internships, and community engagement
- Works closely with staff in the organization of study abroad events such as fairs, advising sessions, orientation, and pre-departure sessions
- Attends study abroad fairs to promote Fordham Abroad Programs as requested.
- Reviews applications and maintains Fordham's Roster of Study Abroad Programs and Study Abroad Guidelines and Policies as a member of the Review Committee.
- Assume role of principal advisor for London Liberal Arts, Gabelli School of Business in London, London Internship, Discover Spain, Spain in Context, and Spanish Immersion study abroad programs
- Participate in familiarization visits and professional conferences as needed.

### QUALIFICATIONS:

- Bachelor's Degree required
- Three years' experience working in an education abroad/international education office at the undergraduate level is required with preference given to candidates with experience studying, living, and/or working abroad
- Excellent computer skills: internet, Word, Excel.
- Experience using Terra Dotta software for a study abroad office is preferred
- Knowledge of basic principles and issues of study abroad advising
- Strong oral and written communication skills, including inter-cultural and interpersonal communication; the ability to perceive context and audience and to adapt oral and written communication accordingly.
- Demonstrated ability to manage multiple tasks in a busy office

**SALARY:** Commensurate with experience

**FLSA CATEGORY:** Exempt

**START DATE:** ASAP

**SEND LETTER AND RESUME TO:** Dr. Joseph Rienti  
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