



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A00415

Date: 10.18.21

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Assistant Dean for Sophomores

DEPARTMENT:

Fordham College at Lincoln Center

POSITION SUMMARY:

Fordham College at Lincoln Center (FCLC) is an arts and sciences college of Fordham University, a Jesuit institution of higher education. Located in Manhattan, FCLC enrolls approximately 2,000 undergraduate students from a wide range of social, economic, and cultural backgrounds. The College offers majors in the humanities, social sciences, and natural sciences, widely recognized programs in theater, visual arts, music, social work, and education, as well as a BFA in Dance in collaboration with the Alvin Ailey School.

The Assistant Dean for Sophomores at FCLC is responsible for supporting the academic progress and degree matriculation for all sophomores in the College, enacting the Jesuit practice of caring for each student, exercising both leadership and collaboration to strengthen support and resources for students, and actively supporting the college-wide priority of improving student retention and graduation rates. The Assistant Dean serves as a key collaborator with other administrators in the FCLC Dean's Office, as well as colleagues throughout the University.

RESPONSIBILITIES:

- Develops programming and provides resources to all FCLC sophomores in support of their academic success, in particular with regard to students' major selection and declaration.
- Ensures that sophomore students are fully informed about and supported through available resources and opportunities, including fellowships and study abroad programs.
- Works collaboratively with departmental and program leadership, advisors and faculty on student academic progression and student concerns.
- Serves as an important resource for faculty in support of advising and student success.
- Facilitates registration for sophomore students.
- Liaises with key offices and administrative units across the university to ensure that sophomore students are informed of and supported by various policies and procedures.
- Responds to regular inquiries from students, parents, faculty, and other administrators with regard to academic and course related issues for sophomores, in accordance with FERPA guidelines.
- Participates in ongoing processes of assessing and revising student advising and retention efforts.
- Contributes to the effectiveness of academic advising and student support through team-based work with other deans in the FCLC Dean's Office and with the class deans at Fordham College at Rose Hill and the Gabelli School of Business.
- Represents the College at various evening and weekend events as requested.

QUALIFICATIONS:

- Master's degree required; PhD and/or other terminal or professional degree strongly preferred.
- Three to five years of experience in a higher education setting working on issues of advising.
- Experience with data-driven approaches, including retention/advising software.
- Proficiency in Microsoft Office Suite and G-Suite. Proficiency in or willingness to learn Banner applications and Terminalfour (web content management system).
- Knowledge of national trends and literature regarding current issues and best practices in student success and retention and progression, especially in the context of a private, residential college.
- Deep understanding of campus climate research and the impact of college environments on academic achievement and sense of belonging, especially among first-generation students and historically marginalized groups.
- Excellent interpersonal, written, and oral communication skills.
- Proven ability to juggle multiple responsibilities, organize, prioritize, and work collaboratively.
- Demonstrated commitment to diversity, equity, and inclusion.
- Understanding of and commitment to furthering the Catholic, Jesuit mission in higher education.
- Spoken proficiency in Spanish or Mandarin not required but a plus.

SALARY:

Commensurate with experience

FLSA CATEGORY:

Exempt

START DATE:

ASAP

SEND LETTER AND RESUME TO:

FCLChiring@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*