ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: STEP/CSTEP Assistant Director*

*This is a grant-funded position. Continuation is contingent upon grant funding.

DEPARTMENT: CSTEP/STEP
Rose Hill

RESPONSIBILITIES:
• Provides supervision and training to STEP Rose Hill full time and part time professional staff.
• Hires, trains and supervises STEP instructors and student workers.
• Assumes responsibility for planning, implementing and evaluating Rose Hill STEP summer and academic year enrichment programs.
• Provides academic, career, financial aid and personal counseling to STEP and CSTEP students
• Assists in coordinating tutorials and study groups for STEP and CSTEP program students.
• Assists in planning, organizing and implementing career services.
• Assists in evaluating program services, activities and events.
• Assists CSTEP Assistant Director in planning and implementing CSTEP services, activities and events for Rose Hill campus.
• Assists students in selecting and applying to undergraduate programs of study in STEM, health and licensed fields.
• Maintains student records.
• Publishes monthly electronic STEP Newsletters and manages social media accounts.
• Coordinates the collection and compilation of data for state and University required reports.
• Works closely with STEP RH-Parent Association
• Serves as liaison between students and their families and the University community.
• Performs other duties as assigned by director.

QUALIFICATIONS:
• Bachelor’s Degree in Education, Higher Education, or Counseling required; Master’s Degree preferred;
• Experience required in the following areas:
  o Experience in supervision, evaluation and training of professional and instructional staff
  o Counseling minority and disadvantaged students in a university and secondary school setting.
  o Career planning and development.
  o Resume development.
  o Assisting students applying to undergraduate, professional and graduate programs of study.
  o Student recruitment.
  o Planning, implementing and evaluating academic enrichment activities
  o Planning and implementing academic support services.
• Knowledge of computer, Internet applications and social media platforms.
• Strong interpersonal, writing and communication skills.
• Must be available to work 10-12 Saturdays per semester.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO:
Michael Molina
Director CSTEP/STEP, ARCC
molina@fordham.edu

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