



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A01720

Date: 10.20.21

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:
 - Experience in supervision, evaluation and training of professional and instructional staff
 - Counseling minority and disadvantaged students in a university and secondary school setting.
 - Career planning and development.
 - Resume development.
 - Assisting students applying to undergraduate, professional and graduate programs of study.
 - Student recruitment.
 - Planning, implementing and evaluating academic enrichment activities
 - 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

No phone calls please

*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*