ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Director/Assistant Dean for Student Professional Development

DEPARTMENT: Graduate School of Arts and Sciences
Rose Hill

RESPONSIBILITIES:
• Develops and implements new opportunities for graduate student professional development for (both) academic and non-academic careers.
• Identifies graduate student needs in consultation with relevant constituencies and uses the information obtained to improve student experience, well-being, and graduate student community.
  o Implements and analyzes GSAS survey data (incoming, enrolled, and exiting student, and alumni surveys) to assess programming and inform the planning of appropriate programs such as workshops, lecture series, etc.
  o Implements and moderates social media initiatives to enhance student community and development.
• Promotes a culture of academic and professional success in student outcomes, including promoting retention: satisfactory academic performance and progress; and student wellbeing.
• Manages, assesses, and develops initiatives to operate and continually improve the GSAS Futures Program and the Preparing Future Faculty (PFF) Program.
• Serves as liaison between GSAS and other University support units, including but not limited to the Offices of Career Services; Chief Diversity Officer; International Services; Mission Integration and Planning; Prestigious Fellowships; Residential Life; and Student Affairs to represent graduate student needs and improve student development opportunities.
• Serves as the primary liaison between GSAS and the Graduate Student Association (GSA).
• Serves as liaison with the Office of Research for the purpose of fostering student research development and opportunities, including with outside partners.
• Develops and manages the Distinguished Fellowship program and all GSAS student awards.
• Maintains and communicates awards and achievements of GSAS students and alumni both internally and externally.
• Plans and coordinates, in conjunction with GSAS staff (e.g., Director of Admissions; Assistant Dean for Academic Programs and Support: Recruiting and Marketing Specialist), major events and meetings for GSAS, including Orientation, the GSAS Awards Ceremony, and the GSAS Diploma Ceremony.
  o Operates as Event Manager responsible for securing on and off-campus locations and finding appropriate event staffing as necessary.
  o Oversees event budgets and is responsible for the stewardship of University funds to identify appropriate charges, order-related services, and supplies, and administer payments.

QUALIFICATIONS:
• Master’s Degree Required; or in lieu of the degree five years of relevant experience.
• Proficiency in Microsoft Office Suite, especially Microsoft Word and Excel, Adobe Suite, Jot Form, and Google apps.
• Proficiency in and willingness to learn JADU and social media platforms.
• Experience with administrative or academic budgets desirable.
• Independent, proactive approach to responsibilities, planning, and project and event management. Demonstrated ability to take initiative and work in a team environment.
• Experience working effectively with deadlines and managing multiple projects simultaneously.
• Excellent research, writing, speaking, and organizational skills; attention to detail and accuracy.
• Excellent judgment, diplomacy, and discretion necessary in handling confidential and/or sensitive materials.
• Knowledge of and commitment to the Jesuit mission in higher education.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: gsas@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