



# FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

**Position:** A02645

**Date:** 10.21.21

## 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.
  - 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.
  - 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.
  - Operates as Event Manager responsible for securing on and off-campus locations and finding appropriate event staffing as necessary.
  - 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 JA DU 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](mailto: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*