ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director for Student Organizations and Programming

DEPARTMENT: Office for Student Involvement, Rose Hill

RESPONSIBILITIES:

• Is primary departmental contact and advisor to 150+ student clubs and organizations.
• Maintains budgets and expenses for clubs using Salesforce Service Cloud and serves as liaison to the University Finance Office in regard to club expenses.
• Advises the Campus Activities Board which includes 10 sub-committees and a General Board of approx. 40 students. Meet weekly with CAB Executive Board and each committee to supervise program planning, development, and execution of a well-rounded and full calendar of events for both weekdays and weekends.
• Serves as the lead coordinator, in collaboration with CAB, for large scale annual events such as Welcome Week, Family Weekend and Spring Weekend.
• Oversees the event registration process for student clubs and organizations. Meets with student event planners and coordinate event management procedures for pre-event planning, event set-up and break-down and event execution.
• Communicates with the Assistant Director for Campus Center Operations and the Reservations Coordinator concerning setup and security needs.
• Maintains event records including required legal documents (i.e., contracts, waivers), space reservation requests, performance contracts, security requests and other event management documentation for student clubs planning events.
• Compiles assessment data as related to student organizations.
• Facilitates training for student organization leaders, including an annual club leader training, as well as ongoing monthly development opportunities throughout the academic year.
• Advises the United Student Government Budget and Operations Committees (includes the new club application process).
• Chaperones and supervises weekly late-night and weekend programming.
• Serves as primary administrator for Rams Involved, the club management platform (currently based in Salesforce software), which is used to house all information regarding clubs and events.
• Supervises the Graduate Intern for Programming and one full time staff member (Student Organizations Specialist).
• Coordinates Club Fair in the beginning of both the fall and spring semesters with the USG Operations Committee.
• Supports other Student Involvement areas on large-scale events such as campus-wide social events, new student orientation, commuter student programs, senior class events and other major programs.
• Collaborates on University-wide events such as Homecoming, Commencement and Admissions Open Houses.
• Performs other assignments as deemed necessary by the Assistant Dean.

QUALIFICATIONS:

• Bachelor’s degree required; Master’s Degree preferred in Student Personnel Administration, Counseling, or related area. Education and experience should be related to position responsibilities.
• Two to four years’ experience in the area of event planning, budget management and student programming.
• Computer literate. Experience with Salesforce preferred.
• Exceptional interpersonal communication skills, with experience in facilitating workshops, teaching, and training.
• Demonstrated knowledge of program development and implementation, advising, and group dynamics as necessary to perform the duties designated by this position.
• Flexibility with work hours (night and weekend work required).
• Availability to attend to emergent situations on campus as needed.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO:

Cody Arcuri
Assistant Dean for Student Involvement
involvementrh@fordham.edu

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