ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Director

DEPARTMENT: Office of Prestigious Fellowships/ Campion Institute for the Advancement of Intellectual Excellence

Rose Hill

POSITION SUMMARY:
The Director provides strategic and visible leadership for the Office of Prestigious Fellowships, working with colleagues across all Fordham’s schools, colleges, and administrative divisions. As a campus leader, the Director contributes to the advancement of Fordham’s strategic plan, Educating for Justice, as well as the University’s anti-racism action plan.

The Director oversees all operations of the office, which is charged with identifying, recruiting, mentoring, and advising students and alumni from diverse social, economic, and cultural backgrounds to apply successfully for competitive fellowships and scholarships. Reporting to the Provost through the Vice Provost and working closely with the school and college deans, the new Director will expand the Office’s profile and reach by raising awareness of national and international fellowship opportunities. The Director will bring innovative ideas about enhancing the Office’s effectiveness in all facets of student development and support and enhancing access and success among groups historically underrepresented in the area of prestigious fellowships and prizes.

RESPONSIBILITIES:

- Raises students’ and other community members’ awareness of fellowship opportunities via print and web materials, social media, virtual and in-person information sessions, outreach to other offices, faculty meetings, and participation in events and activities.
- Collaborates with other University offices to enhance the experiences and promote the development of student applicants; these partners include, among others: college and school deans’ offices, honors programs, Office of Career Services, Office of Research, Office of International and Study Abroad Programs, Center for Community Engaged Learning, Office of Multicultural Affairs, Office of the Chief Diversity Officer, CSTEP and HEOP Programs.
- In collaboration with academic deans, encourages high-potential students to engage in and obtain financial support for high-impact experiential learning (e.g., undergraduate research, other academic enrichment programs such as the liberal arts colleges’ “Matteo Ricci Seminars”, internships, study abroad, etc.) and considers a wide range of fellowship opportunities.
- Oversees advising of students throughout the fellowship application process; participates personally in student advising, including providing feedback on essays and hosting mock interviews.
- Supports faculty who serve as mentors, writes recommendation letters, participates in mock interviews, and contributes in other ways to fellowship advising.
- Enhances the Office of Prestigious Fellowships’ visibility and success recruiting among underrepresented (first-generation, BIPOC, veteran, low-income, LGBTQ+) student populations and encourages students’ educational growth and professional development.
- Serves as Fordham’s institutional representative to organizations and foundations that award nationally and internationally competitive scholarships; builds relationships with these entities to expand the range of opportunities available to Fordham students and to enhance knowledge about what makes an application successful.
- Develops the Office’s capacity to advise and mentor students from Fordham’s graduate and professional schools.
- Effectively communicates successes and opportunities to the University community and external audiences, including potential donors.
- Takes a data-driven approach to identifying candidates and fellowship opportunities; conducts ongoing assessment of the Office’s outreach, advisement, and impact.
- Builds and supervises a lean, diverse, and effective team of advisors and staff.
QUALIFICATIONS:

- Master's Degree; PhD or other terminal degree preferred
- Experience coordinating the fellowships process and/or experience advising students for nationally competitive scholarships, such as the Fulbright, Truman, Rhodes, Marshall, Mitchell, and Goldwater Scholarships; knowledge of national trends and best practice literature regarding identifying and mentoring applicants for prestigious fellowships, and effective practices supporting non-traditional students and members of historically underrepresented groups
- Skill in leveraging technology to engage with, support, and mentor students
- Ability to bridge academic organizations and collaborate with multiple stakeholders
- Ability to work with University Development, Communications, and Marketing teams
- Excellent written and oral communication skills
- Demonstrated commitment to diversity, equity, inclusion, and belonging
- 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: hr@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.