ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Dean for Student Involvement

DEPARTMENT: Office for Student Involvement
Rose Hill

POSITION SUMMARY:
Reporting to the Assistant Vice President and Dean of Students, the Assistant Dean for Student Involvement leads the Office for Student Involvement at Rose Hill, a mission-driven, comprehensive, and high-quality student activities, leadership development, transition year experience/orientation program.

RESPONSIBILITIES:
- Leads, trains, and supervises a team of five full-time professionals, two executive secretaries, three graduate interns, 35 student workers and a variety of undergraduate staffs, including the Campus Center, commuter assistants, and orientation staff serving more than 5,700 undergraduate students.
- Supervises and provides guidance through the Associate Director for the Transition Year Experience to a growing and strategic TYE program and its flagship New Student Orientation and Freshman Year Formation programs, collaborating with the Assistant Vice President and Dean of Students, undergraduate colleges, and with departments inside and outside of Student Life.
- Oversees and is guided by comprehensive department-wide assessment including national benchmarks, regular reporting, and careful use of performance and satisfaction metrics in ongoing strategic planning with the Division of Student Affairs for and with students designs and builds a rich campus culture of participation by supervising professional staff managing day-to-day advising and operational support for more than 140 student clubs and organizations, serving as lead advisor to student government and co-adviser to the campus Student Life Council.
- Oversees the department’s provision of mission-critical leadership development programs through training, advising, and supervision of an array of organizations including Campus Activities Board, Leadership Initiatives Committee, and the Commuter Assistant and Building Assistant staffs, working closely with colleagues in offices such as Residential Life and Lincoln Center’s Office of Student Involvement and its director.
- Oversees Rose Hill’s newly-expanded Camp us Center, the (non-academic) campus space reservations process, and supervises the Assistant Director charged with day-to-day operations in these areas, including strategic planning for related capital projects.
- Manages operating, strategic, and programming budgets for the department and its various areas and for student clubs and organizations in Partnership with the student government Budget Committee and Rose Hill’s Student Life Council.
- Serves with colleagues to assure the highest quality care for students called for in the Student Affairs and University mission helps to manage campus-wide crises, represents the department and/or the Dean on the University’s Emergency Management Team and Student Affairs Bias Incident Resource Group.
- Supervises department department-level planning and collaborates with other areas on large-scale events such as camp us-wide social event senior class events, spring weekend, and major programs in the Campus Center as well as participation in University wide events such as Homecoming, Commencement, Jubilee, Admissions Open Houses, collaborating closely with the Department of Public Safety, the Office of Residential Life, and Dining Services among other offices and areas.

QUALIFICATIONS:
- Post-baccalaureate degree required.
- Minimum six (6) years of proven mission-driven leadership and experience in responsible positions in student affairs or related fields.
- Dedication to the care and education of students and commitment to the vocation of student affairs in the Jesuit Catholic tradition.
- Excellent written and verbal communication skills, attention to business detail, and familiarity with information technology.
- Professional poise and judgment in crisis, strong interpersonal skill, and good instinct for collaborative work with colleagues.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME AND 3 REFERENCES TO:
Ms. Iris Remo
Assistant to the Dean of Students
deanrodgers@fordham.edu

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