PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Associate Director of Career Advising – Marketing and Digital Media and Technology

(Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT: Gabelli School of Business
Lincoln Center

POSITION SUMMARY:
Based at the Lincoln Center campus and focusing on the Marketing, Digital Media and/or Technology fields, this Associate Director of Career Advising provides individual advising and small-and large-group programming that helps undergraduate students to advance their careers through high-quality job and internship placement. He/she serves as an industry lead to promote the exchange of marketing, digital media and/or technology career information, connections, and creation of opportunities among students, alumni, faculty, and employers. Despite his/her specialty, the ideal candidate also acts competently as a generalist and will potentially help with overall placement collection and data analysis.

RESPONSIBILITIES:
• Works for the Director of Career Advising for Undergraduate Programs to translate the comprehensive PPD strategy into tangible student services – workshops, seminars, activities and personalized advising that foster student success. Key topics include resume and cover letter review, career discernment, industry and functionally specific job search strategies, interview preparation, networking, and negotiation.
• Maintains industry currency on recruiting and hiring practices, employer needs, desired academic qualifications, current events, and other trends affecting the marketing, digital, media and/or technology fields.
• Actively participates in all avenues to positively affect recruiting outcomes. This may include new corporate outreach, employer relations, communicating information about career opportunities to students, faculty, and relevant student clubs; and participating in recruiting strategy sessions, annual employer debriefs, and corporate outreach discussions.
• As requested by the Director, conducts outreach to professionals, alumni and otherwise, who can foster industry engagement, offer the PPD team new clarity on the recruiting landscape, assist students in their job searches, act as (or provides connections to) guest speakers, or otherwise enhance the student and faculty experience at the Gabelli School.
• Collects quantitative and qualitative feedback from employers and students and relays the resulting information throughout PPD to improve practices and effectiveness.
• Develops close relationships with the faculty and collaborates on curriculum integration to ensure that faculty knowledge and industry connections are fully leveraged in service of job-seeking students.
• Enhances the overall student experience by being visible and accessible, getting to know students by name, and responding in a timely and personalized manner to all concerns.
• Participates in the updating of any and all internship and job databases or spreadsheets used by the office.
• Maintains accurate records on individual student meetings and group workshop attendance, recording notes as needed in CRM and other systems.

QUALIFICATIONS:
• Bachelor’s degree required; advanced degree preferred
• 5 to 7 years of industry experience. Significant work history in the marketing, digital media and/or technology fields, either as a practitioner or in a corporate HR or recruiting role.
• Career advising experience is a plus, but not a requirement.
• Dedication to student development and the student experience, and an understanding of how to translate the needs and requirement of the working business world into accessible, beneficial programming for students at the undergraduate level.
• Collaborative approach and strong team orientation.
• Strong interpersonal skills, in particular the ability to make students feel supported and valued.
• Highly developed communication skills, including writing and public presentation.
• Highest standards of personal and professional integrity.

SALARY: Hourly Rate Commensurate with experience.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: cbush5@fordham.edu

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