ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Senior Director
Program on Corporate Ethics and Compliance

DEPARTMENT: Law School
Lincoln Center

POSITION SUMMARY:
The Senior Director will develop a strategic plan for and oversee day-to-day operations of the Program on Corporate Ethics and Compliance, including the on campus and online LL.M. and M.S.L. degree programs in compliance, compliance-related executive education and certificate programs, trainings, and conferences.

RESPONSIBILITIES:
• Program marketing and promotion (including maintenance of website and social media accounts);
• Overseeing all portions of the student life cycle for online compliance LL.M. and M.S.L. students, including the application process, student onboarding, student advising and support, exam administration, and alumni group activities;
• Managing and overseeing the relationship with Fordham Law’s technology and educational services vendor in its delivery of services relating to the online compliance degree programs;
• Overseeing all aspects of the online curriculum, including updating existing courses, identifying new course needs, sourcing course designers and instructors, supervising course design, overseeing the onboarding of new faculty, and overseeing course scheduling;
• Managing processes for identifying and supporting at-risk students, and for dealing with concerns relating to student absences and conduct, including suspected violations of academic integrity, and responding appropriately;
• Advising on campus students on their program of studies;
• Providing career counseling to students in the in-person and online compliance degree programs;
• Assisting with career placement and internships/externships in compliance;
• Developing and managing Program budget, maintaining financial records, and preparing financial and other reports;
• Providing regular reports to the Dean;
• Conducting outreach and enhancing PCEC branding, including developing professional relationships with compliance departments;
• Building short-term CLE and executive education programs for the Law School;
• Periodically reporting to the Advisory Board;
• Supervising work of Assistant Director; and
• Providing administrative support, as needed, to the Office of Graduate and International Programs.

QUALIFICATIONS:
• Bachelor’s degree required; J.D., or equivalent preferred.
• Seven (7) years’ experience in Compliance, preferably with financial institutions.
• Managerial experience of 5 years in the compliance context.
• Extensive professional network in the compliance industry.
• Strong writing and speaking skills.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Toni Jaeger-Fine
Assistant Dean
Fordham Law School
tfine@fordham.edu

Please, no calls or follow-up emails

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