ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Alumni Relations Specialist

DEPARTMENT: Fordham Career Center
             Lincoln Center

RESPONSIBILITIES:
• Provides specialized career counseling 50% of the time with alumni, and 50% with the undergraduate population.
• Guides alumni through career development and job search processes, providing networking and job search strategies, LinkedIn advisement, interview preparation, salary negotiation, etc.
• Supports employer outreach for all disciplines.
• Supports the development of career resources for alumni and undergraduate students including handout and online resources.
• Develops and supports targeted programming/professional development for alumni in collaboration with the Office of Development and University Relations.
• Collaborates with the Career Services staff and Director to provide coverage for the alumni/ae and undergraduate students.
• Supports the Director of Career Services in the implementation of a comprehensive career education initiative utilizing an intra-divisional Career Planning and Professional Development model.
• Supports programs to address career interests of students, alumni, and recruiters serviced at the Lincoln Center campus where students participate in a close-knit intellectual and creative community set in the heart of Manhattan where students experience a classroom in the world outside the college's doors.
• Supports the Office of Career Services in implementing a program to ensure all students have well-developed job search skills and career education experience prior to graduation.
• Collaborates with the Office of Career Services to counsel and educate students and develops programming to strategically place Career Services at Fordham as a recognized leader in the field.
• Delivers individual counseling, computerized assessments, and résumé writing to Fordham students.
• Assists in the coordination of testing programs such as Myers-Briggs Type Indicator and Strong Interest Inventory.
• Collaborates with Career Services Staff to plan, promote and execute career fairs.
• Conducts faculty outreach to garnish buy-in for services and events as well as to benefit from their insight and expertise.
• Responsible for other special projects as assigned.

QUALIFICATIONS:
• M.A./M.S. in student personnel, counseling, higher education, or related areas preferred. B.A./B.S. in related field required.
• Minimum 1 year experience in higher education, career services, or another related field.
• Significant and related work experience will be considered in lieu of completing academic qualifications.
• Familiarity with affirmative action and equal opportunity non-discrimination guidelines necessary.
• Excellent leadership, management, organizational, interpersonal communication, public speaking, and time-management skills.
• Must be creative, highly motivated and have excellent written and verbal communication skills.
• Demonstrated ability to develop rapport with a variety of constituents including students, employers, administrators, and faculty.
• Ability to administer assessment tools such as MBTI in the delivery of counseling preferred.
• Knowledge of basic computer office software.
• Ability to handle multiple responsibilities and prioritize projects.
• Familiarity with a student-centered approach to education in the Jesuit tradition preferred.

SALARY: Commensurate with experience
FLSA CATEGORY: Exempt
START DATE: ASAP
SEND LETTER AND RESUME TO: byoung13@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