



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A08870

Date: 2.6.18

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director Global Diversity & Inclusion

DEPARTMENT: Office of Career Services

RESPONSIBILITIES:

- Create, plan, coordinate and execute the annual Diversity Leadership in a Global Society Conference, Diversity Networking Banquet and Global Career events
- Identify keynote speakers, employers and programming for Global Career events
- Research and current market trends relevant to diversity initiatives
- Create and develop annual conference and event themes
- Reach out and establish relationships with employers and faculty to develop workshop presentations for the conference
- Handle all operational logistics for setting up the conference and networking banquet
- Develop, create and layout Conference brochure and secure all marketing materials
- Collaborate with the Office of Multicultural Affairs and other Departments on the Diversity Conference and Networking Banquet and Global Career Programs
- Collaborate with various Faculty and Deans on Career Development workshops/presentations to target diverse student groups
- Create Diversity Employer Networking Programming geared towards the student clubs such as Academia Hispana, Grito de Lares, ASILI and CSA
- Present on Diversity Initiatives to the campuses student clubs
- Attend major events presented by student clubs when possible for Academia Hispana, Grito de Lares, ASILI and CSA
- Develop and establish diverse employer programming with local Bronx Business for enhancing community relations
- Assist as needed with reviewing and approving non on campus recruiting job posting on Handshake •Maintain a weekly counseling appointment schedule, conduct Handshake workshops
- Career counsel student walk in hours weekly
- Facilitate outreach to student groups, academic deans, integrated learning communities and members of other departments to promote Career Services to build better partnerships
- Create, develop and implement and deliver programs to ensure all students have well developed job search skills and career education experience prior to graduation
- Develop and deliver workshops, orientation, individual counseling, computerized assessments, resume writing to students
- Special Projects as needed to increase student outcomes and involvement

QUALIFICATIONS:

- B.A./B.S. in liberal arts or related area required. Master's Degree required.
- Minimum 7 plus years' experience in career services, employer relations, student personnel or related field.
- Must be a self-starter who possesses excellent interpersonal, communication, organizational, multi-tasking, teamwork, leadership and time management skills.
- Must provide excellent customer service, present a positive attitude, and possess an accommodating nature.
- Willingness to work early mornings, occasional evenings and weekends.
- Must demonstrate ability to develop rapport with employers and students and prioritize multiple projects.
- Familiarity with affirmative action and equal opportunity non-discrimination guidelines necessary.
- Familiarity with a student-centered approach to education in the Jesuit tradition preferred.
- Computer skills including Blackboard, Microsoft Office, Googledocs, Handshake, and Type Focus required
- Familiarity with Social Media, Marketing and promotions
- Bilingual and Bronx Community Relationships preferred

SALARY: Commensurate with experience

STARTING DATE: ASAP

SEND LETTER & RESUME: Annette McLaughlin
Lmclaughlin9@fordham.edu

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer.*