Position: TBD  Date: 6.8.18

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Adjunct Faculty Administrator

SCHOOL/DEPARTMENT: Graduate School of Social Service

This position functions as an essential administrative support to the GSS faculty and leadership team. The Adjunct Faculty Administrator will oversee the recruitment, orientation, training and evaluation of all GSS adjunct faculty members and a course leads/course liaisons. This position will work most directly and in close coordination with the GSS Senior Associate Dean and GSS Senior Director for Online Education. Will also work closely with faculty leadership and chairs of GSS curriculum committees.

RESPONSIBILITIES:

- Assist GSS Senior Associate Dean in determining semester/annual projections of adjunct faculty needs and assignments across all campuses and programs including the online program
- Coordinate with the chairs of GSS faculty curricular committees to develop eligibility criteria for all adjunct faculty and course leads/course liaisons
- Assist GSS Senior Associate Dean in the development and implementation of a system for the recruitment, assignment, and orientation of course leads/course liaisons - across all campuses and programs including the online program
- Work directly with the GSS Senior Associate Dean and chairs of faculty curriculum committees to develop and implement training of adjunct faculty and course leads/course liaisons on the structure and content of the curriculum as well as pedagogical best practices
- Develop and provide coordination/oversight of a system for performance evaluation for all adjunct faculty and course leads/course liaisons. This work is done in conjunction with GSS faculty and administration leadership, Fordham’s Office of Human Resources and union representatives
- Create systems to communicate with and inform adjunct faculty and course leads/course liaisons about GSS policies, procedures and updated GSS information.
- Coordinate ongoing professional development opportunities for adjunct faculty members and course leads/course liaisons
- Address any concerns and issues of adjunct faculty members and course leads/course liaisons or concerns and issues related to adjunct faculty or course leads/course liaisons performance
- Other duties as requested by the Dean

QUALIFICATIONS:

- Master’s degree in Social Work required/ Doctorate degree preferred
- A minimum of 5 years’ experience serving in a leadership role in social work education.
- Strong ethical and quality performance standards
- Excellent leadership, strategic and analytic skills
- Exceptional administrative, management skills and problem-solving skills, able to handle multiple tasks and projects simultaneously.
- Knowledgeable with respect to Council on Social Work Educational and Accreditation Standards
- Excellent communication and interpersonal skills
- Ability to work effectively and collaboratively with others
- Ability to create a team environment for staff and effectively balance support and accountability
- Ability to promote and contribute to the School’s and University’s strategic initiatives

SALARY: Commensurate with experience

STARTING DATE: ASAP

Email Cover Letter and CV to: Patricia Rodriguez

Prodriguez25@fordham.edu

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