ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:    Administrative Director, Corporate Law Center

DEPARTMENT:                  Law School, Lincoln Center

The Fordham Corporate Law Center brings together scholars, professionals, policy-makers and students for the discussion and study of business and financial law. Designed in 2001 as a think tank to explore timely business and finance topics and to showcase groundbreaking scholarship, the Center integrates trends in scholarly literature with real-world events and selects topics that bridge the gap between academics and practitioners. The Center strives to make Fordham Law a recognized center of excellence for the study of business law.

RESPONSIBILITIES:

- Secures distinguished domestic and international scholars and speakers to present current research and development in corporate, securities and financial law, comparative corporate governance;
- Follows and tracks groundbreaking corporate law scholarship;
- Selects educational content for research and discussion;
- Develops and prepares instructional materials;
- Uses new technology to enhance instruction in the field;
- Designs, organizes and manages all Corporate Law Center events and programs including preparation of brochures, programs, publicity materials, and invitations;
- Teaches law school classes in the area of corporate and international law;
- Presents and moderates panels as needed;
- Increases the Center's visibility through public relations and media contacts;
- Assists the Law School’s professional development personnel with fund-raising for the Center;
- Manages the work of Center fellows and research assistants;
- Serves as the Center's budget administrator;
- Advises students on the corporate and business law curriculum;
- Manages operations for the Center's Board of Advisors; and
- Manages the content on the Center's website.

- Provide both administrative support and substantive input for events and programs which include public lectures, panels, conferences, symposia and other events sponsored by the Compliance Programs and/or the Corporate Law Center (listed below).
- Support the senior director of compliance programs in:
  - Managing the design and development of the online MSL degree;
  - Production of metrics and reports on enrollment, program initiatives, and budgets;
  - Coordination with other departments and areas of the school such as the Registrar’s Office, the International and Non-JD Programs and the CPC; and,
- Research support for articles, blog posts and talks on various compliance related topics.

QUALIFICATIONS:

- Bachelor degree and Juris Doctor (J.D.) or equivalent required;
- Two years of organizational and administrative experience in an academic setting required;
- Experience with research and development and presentation of educational content;
- Excellent communication, analytical and writing skills; and
- Background in business, financial law or compliance preferred but not required.

SALARY:                      Commensurate with experience

START DATE:                  ASAP

SEND LETTER, RESUME TO:      Darin Neely
                              Assistant Dean for Administration
dneely@law fordham edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.

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