ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Assistant Director of Personal and Professional Development

DEPARTMENT: Gabelli School of Business, Lincoln Center

RESPONSIBILITIES:

- Works with the Director of Career Advising for Undergraduate Programs to provide a personal and professional development experience for LC students that is consistent with the Gabelli School’s overall undergraduate approach but also customized for that campus’s specific needs.
- In cooperation with the faculty and academic advisors, develops a keen understanding of the LC curriculum and its three concentrations: global finance and business economics, digital media and technology, and global marketing with consumer insights.
- Based on an understanding of the requirements and needs of the industries related to these fields, develops and delivers large-group workshops and small-group seminars that contribute to students’ internship and job search success. These events should cover career discernment and exploration, résumé and cover letter generation, industry- and function-specific career search strategies, interview preparation, and networking.
- Actively seeks ways to involve Fordham alumni and Gabelli School corporate partners in career programming at LC.
- Serves as the designated career adviser for an assigned group of LC students and conducts one-on-one advising appointments focused on a specific career area of expertise.
- Increases students’ awareness of personal and professional development activities and monitors student engagement. To that end, maintains accurate records on individual student meetings conducted and attendance at group workshops and seminars and other events.
- Tracks all LC students’ professional outcomes and progress toward those outcomes.
- Maintains industry currency on recruiting and hiring practices, employer needs, desired academic qualifications, external certification requirements, current events, and other trends affecting the industries covered.
- Actively participates in all areas that impact recruiting outcomes. This may include new corporate outreach, employer relations, communicating information about career opportunities to students, faculty, and relevant student clubs; and participating in recruiting strategy sessions, annual employer debriefs, and corporate outreach discussions.
- Develops strong partnerships with academic advisors, faculty, Fordham’s Office for International Students, and the university-wide Office of Career Services.
- Collects quantitative and qualitative feedback from employers and students and relays the resulting information to the Director of Career Advising for Undergraduate Programs to improve practices and effectiveness.
- Enhances the overall student experience by being visible and accessible, getting to know students by name, and responding in a timely and personalized manner to all concerns.
- As requested by the Director of Career Advising, acts as a link between the Personal and Professional Development Center and the Office of Career Services.
- Participates in the updating of any and all internship and job databases or spreadsheets used by the office.

QUALIFICATIONS:

- Bachelor’s degree required; advanced degree strongly preferred.
- Significant work history in a business field, either as a practitioner or in a corporate HR or recruiting role.
- Career advising experience is a plus, but not a requirement.
- Dedication to student development and the student experience, and an understanding of how to translate the needs and requirements of the working business world into accessible, beneficial programming for students.
- Collaborative approach and strong team orientation.
- Strong interpersonal skills, in particular the ability to make students feel supported and valued.
- Highly developed communication skills, including writing and public presentation.
- Highest standards of personal and professional integrity.

SALARY: Commensurate with experience
STARTING DATE: ASAP
SEND LETTER, RESUME TO: gsbppo@fordham.edu

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Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories