ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Assistant Dean for Juniors

DEPARTMENT: Gabelli School of Business, Rose Hill

Reporting to the Associate Dean of Undergraduate Studies, the Assistant Dean for Juniors works in collaboration with other class deans, the personal and professional development staff, and colleagues throughout the business school and university to ensure the academic success of the junior class. Works with students individually on registration, curricular requirements, and academic progress, and leads large-group mentoring sessions on topics that contribute to student development.

RESPONSIBILITIES:
- Advises juniors on issues relating to registration, degree requirements, and successful pursuit of their declared major.
- Develops and leads workshops, retreats for students on topics of personal and academic development.
- Collaborates with faculty to ensure mission and objectives of the school are achieved.
- Develops and maintains a strong working knowledge of the undergraduate curriculum.
- Monitors academic progress, and implements probation, suspension, and/or termination decisions.
- Performs audits on a regular basis to ensure all juniors are fulfilling requirements and are on track for graduation.
- Maintains records of individual student meetings and curriculum progress.
- Ensures all updates and changes to curriculum are reflected on the Fordham University website, Degree Works and undergraduate bulletin.
- Serves as Gabelli School of Business advising team lead for all university-wide committees related to and implementation of advising technology platforms including but not limited to EAB-SSC and Simplicity.
- Assists in admissions, orientation, graduation, and other college-related events.
- Serves as a member of one or more cross-functional teams that bring together staff from admissions, academic advising, personal and professional development, and alumni relations.
- Interacts with university departments including, but not limited to, Registration, Career Services, and Student Services.

QUALIFICATIONS:
- Advanced degree required. EdD or PhD preferred.
- Business experience preferred, and/or at least three to five years of experience advising students in a business education setting.
- Demonstrated ability to advise and teach in an AACSB-accredited business school.
- Commitment to student development and meeting the higher education needs of students.

SALARY: Commensurate with experience

STARTING DATE: 1.8.19

Send Cover Letter and CV to: Lerzan Aksoy
aksoy@fordham.edu

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