TITLE OF POSITION/RANK: Assistant Director of the Social Innovation Collaboratory (continuation contingent upon additional funding)

DEPARTMENT: Fordham Social Innovation Collaboratory, Rose Hill

Reporting to the Director of Sustainability Initiatives, the Assistant Director of the Social Innovation Collaboratory is part of a multi-disciplinary team that provides hands-on student and faculty opportunities in social innovation, a core component of the University’s academic identity. He or she plays a critical role in bringing social innovation to life for students and supports faculty with social innovation teaching resources. This individual also plays a key role in the creation of experiential engagement opportunities that may be used inside and/or outside courses.

RESPONSIBILITIES:

- Develops social innovation workshops, courses, and “practica” (a term that the Fordham Social Innovation Collaboratory uses to refer to project-based, hands-on learning experiences). Delivers these workshops, classes, and practica to audiences that may include students, faculty, and alumni, or, where appropriate, finds or trains other individuals to deliver them.
- Acts as a guide and resource to teams of students who come together through the Collaboratory to propose, refine, and pursue socially beneficial projects. Helps students to identify specific social innovation methodologies to achieve their overarching goals and offers guidance about reasonable timelines and processes.
- Provides mentoring as students pursue the role of “changemakers”—those who use business principles and approaches to solve social problems and create positive change in the world. This includes demonstrating how Jesuit values can be integrated into businesses and organizations; developing in students the values of empathy, creativity, innovation, grit, resilience, diversity, and inclusion; and broadening students’ capacity to operate in and manage complex and often ambiguous environments.
- Encourages students to consider how changemaking will have a role in their lives after college. Works with the university’s Office of Career Services and the Gabelli School’s Personal and Professional Development Center to educate students on social innovation careers, source meaningful internships and jobs in the social innovation space, and help students to compete for these roles.
- Supports students who enter social innovation pitch challenges and competitions, in coordination with the Fordham Foundry and other sponsor organizations.
- Directs and creates workflow processes that support day-to-day Collaboratory activities, including, but not limited to, measurement and analysis of workshop/course/practicum outcomes, measurement and analysis of student outcomes, Collaboratory-specific communications and marketing efforts (e.g., email messages and newsletters), maintenance of Collaboratory photo archives, event planning, and other functions as assigned by the Director.
- Ensures that events are planned and managed to increase audience engagement with social innovation. This includes, but is not limited to, ensuring effective promotion, following up with event staff and partners following each event to gather information and identify performance improvements, and supporting ongoing relationships created through co-sponsored events.
- Supervises the Logistics Manager of the Social Innovation Collaboratory in his or her execution of component tasks related to event planning and other important activities.
- Prepares reports and communications about the activities and successes of Collaboratory social innovation programs.

QUALIFICATIONS:

- Master’s degree in a relevant field.
- Minimum 7 years of work experience, ideally in a higher education setting or in an environment with relevance to sustainability, social innovation, or entrepreneurship.
- Strong track record in building networks and fostering cooperation between diverse groups.
- Team orientation, creative approach, and ability to persist through challenges to achieve goals.
- Excellent organizational, presentation, and communication skills.
- A strong desire to advance the cause of business students and to create new opportunities.

SALARY: Commensurate with experience

STARTING DATE: ASAP

Send Cover Letter and CV to: cweiss5@fordham.edu

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