TITLE OF POSITION/RANK: Associate Director of Student Affairs

DEPARTMENT: Student Affairs, Fordham Law School, Lincoln Center

RESPONSIBILITIES:
- Develop, implement and administer the Law School’s Academic Enrichment Program (AEP) to provide academic support to law school students;
- Maintain statistical data on the success of AEP and other support programs;
- Work with faculty to establish academic workshops for small student groups;
- Stay abreast of advances in learning theory and work with faculty, as appropriate, to integrate these advances in academic support programming;
- Counsel law students who need or request academic support;
- Counsel law students in need of personal support;
- Implement and supervise the Board of Student Advisors Mentoring Program;
- Assist with the design and implementation of social programs that promote the sense of community at Fordham Law School;
- Assist with the programming for the Law School’s Orientation and Diploma Ceremony events;
- Assist with other department duties and responsibilities as directed by the Assistant Dean for Student Affairs.

QUALIFICATIONS
- J.D. degree
- Two years of experience providing personal counseling or academic student support either at a university or a law firm
- Experience teaching legal writing to students;
- Experience developing, implementing and administrating student academic support programs;
- The skill set to interact with students, faculty, staff and administrators in a cooperative and professional manner while maintaining the utmost degree of confidentiality;
- Is a self-starter that works well independently but is also a team-player that works well on projects faculty, administrators, staff, alums and students.

STARTING DATE: ASAP

SALARY: Commensurate with experience.

SEND LETTER & RESUME: Darin Neely
Assistant Dean for Administration
Fordham University School of Law
dneely@law.fordham.edu

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