ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Assistant Director, Special Projects
(position contingent upon additional funding)

DEPARTMENT: Law School, Lincoln Center Campus

The position will report directly to the Associate Dean for Academic Affairs, and work closely with many other administrative departments within the law school.

RESPONSIBILITIES:
- Design and implement programs with the Associate Dean for Academic Affairs to enrich the curricular and co-curricular experience of students.
- Coordinate cooperation among departments within the law school, act as a liaison with faculty, and interface with students through personal and technological outreach including one on one and group interactions.
- Assist the Associate Dean with the School’s peer mentorship program, helping with curriculum and administration.
- Oversee operation of the Law School’s new house system, including scheduling, programming, and faculty support to foster greater community and inclusion of first year students.
- Coordinate and develop other projects and programs as determined by the Associate Dean.

QUALIFICATIONS:
- Bachelor’s degree from an accredited college or university.
- Excellent communication and organizational skills.
- High energy individual who can take initiative and work independently.
- Two years of work experience. Work experience in higher education or professional development designing and implementing interactive programming is a strong plus.
- Ability to be creative, innovative, flexible, and collaborative as needed.
- Strong time management and constructive problem solving skills.

STARTING DATE: ASAP

FLSA CATEGORY: Exempt

SALARY: Commensurate with experience.

SEND LETTER & RESUME: Darin Neely
Assistant Dean, Administration
dneely@law.fordham.edu
No calls, please

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories