ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: External Relations Associate

DEPARTMENT: Gabelli School of Business
Lincoln Center and Rose Hill

POSITION SUMMARY:
Reporting directly to the Dean of the Gabelli School of Business, the External Relations Associate is responsible for expanding the engagement of Gabelli School alumni in the academic and advising experience of our students and faculty, including the cultivation of connectivity among alumni and students, in particular more recent graduates.

RESPONSIBILITIES:
- Cultivate strong external relations using a range of methods: person interaction, email outreach, and social media (in conjunction with GSB Marketing and Communications)
- Help coordinate and orchestrate impactful external engagement opportunities (classroom guest lectures, advising, projects, student events)
- Contribute to the collection, compilation, and analysis of external participants from event lists and research on LinkedIn and other reliable sources
- Research and become a subject matter expert on how peer and aspirant business schools are creatively engaging alumni to enhance the academic experience
- Establish a young alumni council to facilitate industry relevant student experiences

QUALIFICATIONS:
- Three years of alumni relations, preferably in higher education
- BS/BA, with a graduate degree (MBA or MS) preferred
- Collaborative, enthusiastic, outgoing personality with a can-do attitude and high degree of emotional maturity
- Exceptional interpersonal and relational skills
- Entrepreneurial and creative mindset
- Clear, highly professional communication and listening skills
- Keen attention to organization and detail as well as a proven ability to multi-task
- Ability to work evenings and weekends to attend events
- Technical proficiency in database use and online research (LinkedIn)

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: mmoore75@fordham.edu

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