Assistant Dean for First-Year Students

Fordham College at Lincoln Center (FCLC)

The Assistant Dean for First-Year Students is responsible for the academic progression of all first-year students at Fordham College at Lincoln Center (FCLC). FCLC is an arts and sciences college in Manhattan that enrolls approximately 2,000 undergraduate students from a wide range of social, economic, and cultural backgrounds. The college offers majors in the humanities, social sciences, and natural sciences, outstanding programs in theater, visual arts, music, social work, and education, as well as a BFA in Dance in collaboration with the Alvin Ailey School. A collaborative working style is required as the position coordinates closely with colleagues throughout the University. The Assistant Dean is expected to balance data analytics with an Ignatian person-centered approach.

Responsibilities:
- Collaborate with the Office of Admissions, the Office of the Dean of Students, the Office of Financial Aid, and other units to ensure a smooth transition for incoming students from deposit through enrollment.
- Develop and manage a robust summer advising program for incoming students, including training and support for Summer Faculty Advisors.
- Facilitate registration for the incoming class, ensuring that all students are registered appropriately.
- Design, administer, and lead academic orientation events for first-year students, working with the Office of the Dean of Students.
- Manage the Core Faculty Advising Program, including recruiting, training, and supporting faculty serving as Academic Advisors for the Core Curriculum and assuring adequate advising of all cohorts.
- Collaborate with the Assistant Dean for Student Success to lead implementation of EAB’s Student Success Collaborative Navigate software and other data-driven approaches to advising/retaining students.
- Align approaches to orienting and advising incoming students, implementing SSC, and supporting faculty in their work of advising students in partnership with the Assistant Dean for First-Year Student at Fordham College at Rose Hill.
- Ensure that first-year students are fully informed about and supported through available opportunities.
- Communicate effectively with parents, faculty, and staff in accord with FERPA guidelines.
- Participate in ongoing processes of assessing and revising student advising and retention efforts.
- Supervise administration of the Academic Integrity tutorial.
- Chair the Summer Reading Committee and, in partnership with other offices, develop and manage related themed programming.
- Serve on relevant committees (e.g., Academic Progress Committee, Counseling Concern Case Conference).
- Administer, monitor, and review Leave of Absence matters related to first-year students.
- Represent the College at various evening and weekend events.
- Coordinate the FCLC Diploma Ceremony and contribute to other events for graduating students.

Qualifications:
- PhD and/or other terminal or professional degree strongly preferred.
- Three to five years of experience (preferred) in a higher education setting working on issues of advising.
- Knowledge of national trends and literature regarding current issues and best practices in student success and retention and progression, especially in the context of a private, residential college.
- Deep understanding of campus climate research and the impact of college environments on academic achievement and sense of belonging, especially among historically marginalized groups.
- Excellent interpersonal, written, and oral communication skills.
- Proven ability to juggle multiple responsibilities, organize, prioritize, and work collaboratively.
- Experience with data-driven approaches, including retention/advising software.
- Proficiency in Microsoft Office Suite, especially Microsoft Excel, and Google apps.
- Proficiency in or willingness to learn Banner applications and JADU (web content management system).
- Demonstrated commitment to diversity, equity, and inclusion.
- Understanding of and commitment to furthering the Jesuit mission in higher education.

Salary: Commensurate with experience
FLSA Category: Exempt
Start Date: ASAP
Send Letter and Resume to: FCLChiring@fordham.edu

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.