ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Student Service Advisor (3 Positions Available)

DEPARTMENT
Graduate School of Social Service
Lincoln Center/Westchester Campuses

POSITION SUMMARY:
The Student Service Advisor contributes to the development and implementation of GSS student services policies, procedures, requirements, activities, and events under the direction of the Assistant Dean for Student Services. As a vital member of the Student Services team, the Student Service Advisor participates in providing a variety of direct support services to all GSS students including information and problem solving, academic advisement, registration, orientation, and professional development opportunities.

RESPONSIBILITIES:
• Provide consultation to GSS community on most current academic course curriculum and plans of study.
• Assist in coordination and monitoring of academic advising system and student assignments.
• Provide students with information and support, providing appropriate resources/referrals and follow-up. Provide individual academic advisement to students when necessary.
• Participate in coordination and implementation of a range of student activities such as orientation, professional development series, conferences, workshops, graduation, student advocacy and other social/academic events.
• Assist in Student Service Dept. trainings for faculty, administrators, staff and the community.
• Assist in ensuring the accuracy and timely revision of all Student Services information and administrative materials including the GSS Student Handbook and Website.
• Oversee effect systems and processes for communication with students.
• Other duties as needed.

QUALIFICATIONS:
• Bachelor’s degree preferred
• Minimum 3+ years of student service experience within higher education setting preferred
• Ethical, sound judgment, detail-oriented, with strong organizational and time management skills
• Clear professional written and oral communication skills
• Exceptional interpersonal and relational skills
• Function independently as well as part of a team and able to adapt to changes in priorities.
• Able to work some evenings and weekends
• Technical proficiency in specialized applications such as DegreeWorks and Banner, & Slate

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: hr@fordham.edu

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