



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A09145

Date: 11.25.19

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Associate Director of Student Services

DEPARTMENT Graduate School of Social Service
Lincoln Center and Westchester Campuses

POSITION SUMMARY:

The Associate Director of Student Services plays a key role in the development and implementation of GSS student services policies, procedures, requirements, and activities under the direction of the Assistant Dean of Student Services. As a vital member of the Student Services team, the Associate Director of Student Services participates in providing a variety of direct support services to students including information and problem solving, academic advisement, registration, orientation, and professional development opportunities. This person also has primary responsibility for the logistics and administrative functions associated with facilitating all aspects of the social work program including special events in collaboration with the Assistant Dean. This position will operate primarily from the Lincoln Center Campus. The required work schedule is Tuesdays through Saturdays.

RESPONSIBILITIES:

- Work in collaboration with GSS Student Service Coordinators to provide direct academic advisement services to students on academic course curriculum and plans of study
- Assist in the monitoring of student academic records in order to ensure compliance with degree requirements and provide early intervention for successful progress towards degree completion
- Coordinate and assist in 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 trainings provided by the Student Services Department to faculty, administrators, staff and the community
- Provide information and support to all GSS students to include identify students in crisis and providing appropriate resources/referrals
- Assist in ensuring the content accuracy and timely revision of all Student Services informational and administrative materials including the GSS Student Handbook and Website
- Participate in Student Services Department meetings and GSS committee/meetings as necessary
- Coordinate career development services for GSS students including conducting career development workshops for students to align educational goals with career path
- Perform other duties as needed and assigned by Assistant Dean

QUALIFICATIONS:

- MSW degree from a CSWE-accredited social work program
- Minimum of 3-5 years of administrative experience
- Integrity, sound judgment, and ethical decision-making
- Detail-oriented, with strong organizational and time management skills
- Clear, professional written and oral communication skills
- Exceptional interpersonal and relational skills
- Must be able to function independently as well as part of a team operating a complex and fast-paced environment.
- Must be technically proficient in current software applications such as Microsoft Word, Excel, Google spreadsheets

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: hr@fordham.edu

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Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*