ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Dean for Seniors

DEPARTMENT: Office of the Dean, Fordham College at Rose Hill

POSITION SUMMARY:
The Assistant Dean for Seniors at Fordham College at Rose Hill (FCRH) is responsible for supporting the academic progress and degree matriculation of all seniors in the college; clearing seniors for graduation; organizing the college’s commencement activities; and supporting the college’s priority of improving graduation rates. The Assistant Dean works in close collaboration with the other administrators in the FCRH Dean’s Office and in other offices at the university. Part of Fordham University, FCRH is an arts and sciences college located in the Bronx that enrolls approximately 4,000 undergraduate students. The college offers majors, minors, and programs of study across the arts and sciences, along with degree programs in partnership with other schools at Fordham.

RESPONSIBILITIES:
● Provide academic advising related to the core curriculum to all FCRH seniors and serve as a resource to FCRH seniors in support of their academic progress.
● Respond to regular inquiries from students, parents, faculty, and other administrators with regard to academic and course related issues for seniors.
● Serve as the primary advisor for students who are pursuing independent majors and for visiting (non-matriculated) students.
● Review and approve CPT for international students.
● Review requests for part-time enrollment in a student’s final semester.
● Oversees special registrations, including the Senior Values Seminars and graduate courses.
● Lead the office in planning for commencement activities, including the college’s awards ceremony and diploma ceremony.
● In consultation with departments and programs, review transcripts of graduating seniors and clear seniors for graduation for three graduation cycles (February, August, May); develop degree completion plans for returning students and current seniors as needed; and clear former students for late graduation.
● Complete the Dean’s law school certification for Fordham students and alumni.
● Is responsible for maintaining academic records of alumni and former students.
● In collaboration with Career Services, support students with career discernment and provide information about opportunities for post-graduate volunteer experiences, fellowships and scholarships, and graduate school options.
● Contribute to the effectiveness of academic advising and student support through team-based work with other deans in the FCRH Dean’s Office and with the class deans at Fordham College at Lincoln Center and the Gabelli School of Business.
● Use data-based tools such as SSC Navigate to identify and prioritize students who need intervention and support.
● Work closely with other offices on campus to identify and support students at risk.
● Represent the College at various evening and weekend events as requested.

QUALIFICATIONS:
● PhD and/or other terminal or professional degree strongly preferred.
● Three to five years of higher education advising experience education, as well as familiarity with best practices in academic advising and in working with a varied, diverse population of students.
● Knowledge of national trends and literature regarding current issues and best practices in student success, retention, and graduation, 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.
● Excellent interpersonal, written, and oral communication skills.
● Proven ability to juggle multiple responsibilities, organize, prioritize, and work collaboratively.
● Experience with data-driven approaches to strengthening retention and graduation rates.
● Proficiency in various software tools such as Microsoft Office Suite and G-Suite. Experience with Banner, SSC Navigate, and JADU (web content management system) a plus.
● Demonstrated commitment to diversity, equity, and inclusion.
● Understanding of and commitment to furthering the Catholic, Jesuit mission in liberal arts higher education.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: rhdeanrecruit@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