ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Assistant Director for Student Organizations and Programming
DEPARTMENT: Office for Student Involvement, Rose Hill
REPORTS TO: Assistant Dean for Student Involvement

RESPONSIBILITIES:
- Primary departmental contact and advisor to 140+ student groups.
- Maintains event records including: required legal documents (i.e. contracts, waivers), space reservation requests, performance contracts, security requests and other event management documentation for student clubs planning events.
- Compile assessment data as related to student organizations.
- Oversee the event registration process for student clubs and organizations. Meets with student event planners and coordinate event management procedures for pre-event planning, event set-up and break-down and event execution. The Assistant Director for Student Organizations and Programming communicates with the Assistant Director for Campus Center Operations and the Reservations Coordinator concerning setup and security needs.
- Maintains budgets for clubs and serves as liaison to the University Comptroller's Office in regards to club expenses.
- Facilitate training for student organization leaders, including an annual club leader training, as well as ongoing monthly development opportunities throughout the academic year.
- Advises the Campus Activities Board which includes Weekend Activities Committee, Cinevents, Cultural Affairs, American Age Lecture Series, Rodrigues Coffeehouse, Comedy and Concert Committee. Meet weekly with CAB to supervise program planning, development and execution of a well-rounded and full calendar of events for both weekdays and weekends.
- Serves as the lead coordinator, in collaboration with CAB, for large scale annual events such as Welcome Week, Family Weekend and Spring Weekend.
- Assist in the advisement of USG Budget Committee.
- Chaperones and supervises weekly late-night and weekend programming.
- Serves as primary administrator for the Club Management platform (OrgSync), which is used to house all information regarding clubs and events.
- Supervises the Graduate Intern for Programming and one full time staff member (Student Organizations and Engagement Specialist).
- Assists the Director for Student Formation with the programming aspects of the New Student Orientation Program.
- Coordinates Club Fair in the beginning of both the fall and spring semesters with USG.
- Supports other Student Involvement areas on large-scale events such as campus-wide social events, senior class events and other major programs.
- Collaborates on University-wide events such as Homecoming, Commencement and Admissions Open Houses.
- Other assignments as deemed necessary by the Assistant Dean.

QUALIFICATIONS:
- Bachelor’s degree, a master’s degree preferred in Student Personnel Administration, Counseling or related area. Education and experience should be related to position responsibilities.
- Two to four years experience in the area of event planning, budget management and student programming.
- Possesses exceptional interpersonal communication skills, with experience in facilitating workshops, teaching and training.
- Demonstrates knowledge of program development and implementation, advising, and group dynamics as necessary to perform the duties designated by this position.
- Flexible with work hours (night and evening work required), and availability to attend to emergent situations on campus as needed.
- Computer literate.

START DATE: As soon as possible
SALARY: Commensurate with experience
SEND LETTER & RESUME TO:
Cody Arcuri
Assistant Dean for Student Involvement
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