ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE: Resource Associate

DEPARTMENT: Law School, Career Planning Center, Lincoln Center

RESPONSIBILITIES: The Resource Associate position shall house responsibilities as Resource, Reciprocity and Job Listings Coordinator, reporting to the Manager of Legal Recruiting.

- **Resource/Reciprocity Coordinator responsibilities shall include:**
  - maintaining and updating hardcopy and web-based resources;
  - identifying new resources for Resource Library, both web-based and hardcopy;
  - maintaining and updating files housing CPC generated documents;
  - cataloguing videotapes and resources;
  - assisting students and alumni in locating and using resources;
  - acting as point person for Fordham student and alumni reciprocity requests and handling reciprocity requests from outside schools;
  - maintaining and updating CPC reciprocity policy;
  - coordinating updates to CPC website with respect to resources and reciprocity; and
  - organizing hardcopy resources, files and other resources within library.

- **Job Listings Coordinator responsibilities shall include:**
  - input and maintenance of job listings into Fordham Law Job Bank database;
  - initial and follow up communication with employers posting job listings;
  - collection of student resumes and other required materials for employers who post positions within Job Bank and request collection;
  - conducting outreach to employers to seek additional position listings as directed;
  - generation of periodic job listing statistics;
  - screening and approving employer, student and alumni accounts for Job Bank;
  - screening and approving student and alumni accounts for the CPC Website; and
  - checking CPC main email account daily and responding to employer and student inquiries.

- **Additional responsibilities include:**
  - assisting the Manager of Legal Recruiting with the On-Campus Interview Programs and managing the technology (Symplicity system);
  - assisting with Fordham Law’s participation in Job Fairs, including the Loyola Patent Law Fair, and coordinating announcement and dissemination of information regarding additional job fairs available to students;
  - managing the CPC website (JADU);
  - assisting the Manager of Legal Recruiting with generation of reports and statistics for the OCI offer tracker, employer visits and the employer master list; and
  - assisting with the judicial clerkship program, OSCAR and the FLS Clerkship Database.

QUALIFICATIONS:
- A Bachelor’s Degree. Two plus years relevant experience.
- Must be able to interact with students, faculty, staff, administration and employers in a cooperative and professional manner while maintaining the utmost degree of confidentiality. Strong computer and technology skills.
- Highly organized and a self-starter that works well in a team environment.

SALARY: Commensurate with experience

START DATE: January 2, 2018

SEND LETTER & RESUME TO: Darin Neely
Assistant Dean for Administration
lawresumes@law.fordham.edu

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