



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A04285

Date: 11.2.18

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director for Campus and Community Leadership

DEPARTMENT: Center for Community Engaged Learning (CCEL)
Mission Integration and Planning
(Rose Hill & Lincoln Center)

The Assistant Director, in cooperation with all team members in the Center for Community Engaged Learning, will provide support for the Center's leadership programs for students across all of its campuses. They will also provide additional support for the overall organizational advancement of the entire Center in terms of developing programs and operations, liaising with community partner organizations both domestically and internationally, and collaborating across the University community. The objective of this position is to advance the distinctively Jesuit, Catholic tradition of education through the application of the Ignatian Pedagogical Paradigm and the Scholarship of Engagement at Fordham to further the strategic plan of the Division of Mission Integration and Planning. This is a full-time, exempt position reporting to the Director of Campus & Community Leadership.

RESPONSIBILITIES:

- Work with the Director of Campus & Community Leadership to develop and support student leadership programs and initiatives for the entire Center
- Contribute to the management of the Engaged Student Leadership Academy and advance the recruitment, training, and development of core student leaders
- Empower and provide necessary training and support for the student leaders who will facilitate the Center's main projects and programs, which include but are not limited to: Urban Plunge, Global Outreach projects, the Community Engagement Network, and the College Access Program
- Collaborate with Center staff on the successful implementation and facilitation of Center and Division-wide programs and projects
- Enhances the Ignatian and Catholic mission of the University
- Carries out other duties as assigned by senior leadership of the Center
- Work with the Director of Campus & Community Leadership to develop and oversee student leadership programs and initiatives for the entire Center.
- Collaborate with the Director to merge all the student leadership programs into one integrated process for all students
- Co-develop and implement processes of identifying, training, developing, and deploying student leaders into civic leaders and scholars
- Contribute to the management of the Engaged Student Leadership Academy and advances the recruitment, training, and development of core student leaders
- Implement a process of identifying student leaders across all campuses and schools of the University
- Co-develop a common training for all student leaders associated with the Center for Community Engaged Learning
- Empower student leaders in their individual tasks and offer programmatic support where necessary
- Oversee process of student leadership & volunteer placement at community partner sites
- Empower and provide necessary training and support for the student leaders who will facilitate the Center's main projects and programs, which include but are not limited to: Urban Plunge, Global Outreach projects, the Community Engagement Network, and the College Access Program
- Espouse the individual mission & vision of each separate program, while implementing a common track for all student leaders that is both equally comprehensive and individualized per experience
- Work alongside other Center staff in logistically preparing students to lead each individual program
- Prepare, be present for, and lead the facilitation of all student training/orientation sessions.



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- Work with Director of Campus & Community Leadership to create effective lines of communication between student leaders and community partners
- Collaborate with other University departments to provide students with supplemental trainings and workshops that will enhance their experience as student leaders.
- Collaborate with Career Services in counseling and advisement for students as they explore vocations and career paths for post-graduation
- Collaborate with Center staff on the successful implementation and facilitation of Center and Division-wide programs and projects
- Understand the wider system of programming and organizational structures of the Center in order to most effectively implement student leadership initiatives
- Communicate with both University and Community Partners regularly in order to ensure the upholding of sustainable and mutually beneficial engagements in partnership with other Center staff
- Support and espouse logistical, structural, and organizational policies and practices of the Center
- Advance innovative initiatives that will enhance the work of the Center, especially in regards to student engagement
- Represent the Center and the University at events and conferences
- Enhance the Ignatian and Catholic mission of the University
- Ensure that Ignatian spirituality is infused into all aspects of student leadership development
- Complete special projects as directed by senior leadership of the Center.
- Collaborate with wider Division of Mission Integration & Planning on programs such as Urban Plunge, Ignatian Week, and the Ignatian Family Teach-In for Justice
- Collaborate with various offices throughout the University to enhance Ignatian and Catholic Mission, specifically through student leadership
- Perform other duties as assigned by senior leadership of the Center

QUALIFICATIONS:

- Minimum Bachelor's degree in related field (preferably with experience in Education, Psychology, and/or Leadership Development); Master's degree preferred
- Minimum three to five years of progressive experience in working with young people, especially college-aged students.
- Strong understanding and personal commitment to Jesuit Educational Mission & Ignatian Spirituality.
- Display a deep commitment to diversity and inclusion and be able to transmit these values through workshops/trainings for a wide variety of audiences
- Experience developing community relationships and systems of engagement
- Prior teaching experience and classroom management skills a plus
- Must have strong written and oral communication skills
- Fluency in Spanish highly valued.
- Knowledge of social media, and full understanding of Microsoft Office and Google Applications required
- Must be willing to work some nights and weekends
- Must be willing to travel occasionally between campuses, and additionally on local, domestic, and/or international site visits to maintain and enhance relationships with Community Partners.

STARTING DATE:

ASAP

FLSA CATEGORY:

Exempt

SALARY:

Commensurate with experience.

SEND LETTER & RESUME:

ccelemployment@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*