



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A06075

Date: 11.2.18

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director, Operations and Evaluation

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

The Assistant Director in cooperation with senior leaders in the Center will provide organizational and operational management for the programs and the logistical systems for CCEL at the Lincoln Center campus. The Assistant Director is responsible for management of the Center's program implementation, technological infrastructure, research and evaluation, cataloguing CEL on all campuses and supervision of students and graduate students. The objective of this position is to serve as one of the leaders for CCEL at Lincoln Center and to work with the senior leaders of the team to serve Lincoln Center faculty, students and community. This is a full-time, exempt position reporting to the Executive Director of the Center for Community Engaged Learning

RESPONSIBILITIES:

- Implement the policies, procedures and organizational structure of the Center in cooperation with senior leaders of the Center.
- Work with the Executive Director to build the technological infrastructure for CCE.
- Assist in the development of CCEL's research and evaluation program
- Collaborate in creating the process of cataloguing current CEL work and funding pools across all campuses
- Share duties in program operations, student leadership development, faculty development and community leadership with other LC colleagues.
- Carries out other duties as assigned by the Executive Director
- Implement the policies, procedures and organizational structure of the Center in cooperation with senior leader
- Build the organizational foundation of the Center at Lincoln Center in partnership with the CCEL senior team
- Implement standard operating procedures for all programs that emanate from the CCEL
- Follow standards for budget processes, student programs, and a standard operational calendar for all programs
- Work with the Executive Director to build the technological infrastructure for CCEL
- Manage contact with IT and technology vendors in developing the tools and methods for utilizing tech to advance the mission of the Center
- Follow up with vendors and schedules meetings with the whole team for training with the new tools and tech that will be implemented
- Work with the Executive Director to develop a process for assessing the effectiveness and growth of the IT infrastructure
- Assist in the development of CCEL's research and evaluation program
- Assist the Executive Director in developing the system for integrating research and evaluation throughout the CCEL programs and engagements
- Help to continue to advance the work of Fordham Connect and MobilServe and determine if there are better tools to collect and analyze data for student engagement, faculty scholarship and research
- Collaborate in creating the process of cataloguing current CEL work across all campuses
- Work with all the campuses to catalogue and map Fordham's current community engagements



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- Develop a system for collecting an updating a process for keeping that information current and connected to CCEL operation
- Share duties in program operations, student leadership development, faculty development and community leadership with other LC colleagues
- Serve as the back up to the other Assistant Director in all of the assigned duties in the event they are unable to fulfill them.
- Collaborate with the other Lincoln Center colleagues in the actual implementation of programs
- Supervise undergraduate and graduate students.
- Participate in committees as directed by Executive Director
- Completes special projects as directed by Executive Director
- Collaborate with divisional units to promote division wide planning
- Perform other duties as assigned by the Executive Director

QUALIFICATIONS:

- Minimum Bachelor's degree in related field (preferably with experience in Education, Psychology, and/or Leadership Development); Master's degree preferred
- Minimum three 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
- Prior teaching experience and classroom management skills a plus
- Experience with research and evaluating projects
- Must have strong written and oral communication skills
- 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 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*