

Job Title	Assistant Dean of Career Planning Center
Employer/ Agency	Fordham Law School
Job Description	<p>As a key member of the Fordham Law School (FLS) senior management team, the Assistant Dean of the Career Planning Center (CPC) works closely with the Dean to enhance career opportunities for law students and alumni. The Assistant Dean reports to the Dean of the Law School and leads the CPC, which is the principal source of career support for approximately 1,200 JD students in the day and evening divisions. The Assistant Dean develops the strategic vision and direction for the CPC, sets policy, and oversees the counseling of students and alumni in their career development and job search strategies, as well as the design and implementation of CPC programming, execution of the on-campus interview program involving over 150 employers, and other key initiatives of the Center. Developing and sustaining relationships with employers—many of whom are highly engaged Fordham alumni—including the implementation of innovative marketing strategies to expand recruitment opportunities for students on a local, national, and global basis in legal, business, and public interest sectors is critical to supporting the professional aspirations of FLS students and the enviable placement success of the School. The Assistant Dean ensures the accurate collection and comprehensive reporting of employment data in accordance with protocol established by the Law School’s primary regulator, the American Bar Association, and provides employment statistics to FLS stakeholders, as well as US News & World Report and NALP. Additionally, the Assistant Dean collaborates with the Public Interest Resource Center, the newly established Center for Judicial Engagement & Clerkships, Alumni Relations, Admissions, and Student Affairs, as well as other administrative offices to address student-driven goals and objectives. Beginning in fall 2019, the Assistant Dean will be a vital partner in the ongoing development and implementation of a House system establishing more intimate communities within the institution to ensure that all students feel a sense of belonging, that all have mentors, and that all receive ample guidance as they develop their professional identity and prepare to begin careers as lawyers. The Assistant Dean cultivates an atmosphere of innovation and collaboration throughout a staff of 14 counselors and other administrators the Center’s budget.</p>
Qualifications	<p>The position requires an advanced degree (Juris Doctor Degree strongly preferred), with a progressive record of experience in a career development or closely related role, including demonstrated supervision, innovation, and leadership. The successful candidate will possess excellent interpersonal, administrative, and management skills; strong communication skills as evidenced by written and oral expression; knowledge of the legal market and profession with an emphasis on the career development needs of contemporary law students; and experience counseling law students and alumni. Other preferred qualifications of an ideal candidate will include: experience with the NYC metro legal market; ability to identify and analyze trends in the legal profession; and a proven ability to foster cooperative environments and to work in a collegial fashion with individuals of diverse backgrounds and experience.</p>

Salary/Hours	TBD
Employer/Agency	Fordham Law School
Contact Person	Valerie B. Szymkowicz
Email Address	vbs@spelmanjohnson.com
Application Method	<p>Review of applications will begin September 9, 2019, and continue until the position is filled. To apply for this position please click on the Apply button, complete the brief application process, and upload your resume and position-specific cover letter. Nominations for this position may be emailed to Valerie B. Szymkowicz at vbs@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.</p> <p>Visit the Fordham University School of Law website at: www.fordham.edu/info/20346/school_of_law</p>
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.