



Position: A09315

Date: 2/3/2020

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Program Administrator (grant funded, continuation contingent upon additional funding)

TITLE OF PROJECT: Taking Responsibility:
Jesuit Educational Institutions Confront
The Causes and Legacy of Sexual Abuse

DEPARTMENTS: Curran Center for American Catholic Studies
and The Department of Theology

OVERVIEW:

The Project Administrator (PA) is a full-time administrative position that reports to the Project Director, Bradford Hinze, and collaborates with the Leadership Team composed of the Project Director, Department of Theology Chairperson, and Curran Center for American Catholic Studies Director, as well as with the Steering Committee and the Advisory Committee. In partnership with the Project Director and the Leadership Team, the PA works with faculty researchers and representatives of Jesuit partner institutions; maintains and monitors budget reports; manages details pertaining to funded faculty research, and coordinates communication with institutional-members of an information-sharing network and with organizers of awarded sub-grant projects.

RESPONSIBILITIES:

- Management. PA collaborates with the Project Director and the Leadership Team in leading and managing all aspects of the project.
- Compiling and synthesizing relevant literature. PA develops plan to compile and review scholarly research in various related fields on the mistreatment of vulnerable individuals and communities in Jesuit educational institutions. Reviews, analyzes, and evaluates this literature. Develops ways for the development and implications of important research trends to be compellingly conveyed to administrators, faculty members, trustees, staff members, students, and other impacted individuals.
- Internal Research Awardees. PA conducts quarterly meetings with recipients of research awards for updates on the status of their work. Discusses with Project Director and Leadership Team these research projects and works with awardees to disseminate their findings by means of the project website at intervals conducive to bringing the work of the project to wider audiences in a manner that promotes concrete practical changes in the institutional organizations, cultures, and practices in Jesuit education institutions and in the Catholic Church.
- External Subgrant Projects. PA works with Project Director and Leadership Team to support subgrant recipients as they execute their projects, report on their progress, and make plans to disseminate their findings.
- Organizing participant meetings and public conferences. PA schedules and helps facilitate (in person and by videoconferencing) group meetings for subgrant awardees, Network partners, Advisory Committee members as needed; and organizes public conference to be held in 2022.
- Maintaining and monitoring budget reports. PA keeps monthly records on budget expenditures and prepare semi-annual budget reports in collaboration with the Humanities Grant Officer, Office of Sponsored Programs with the approval of the Director of Sponsored Programs, with oversight by Project Director.
- Semi-annual and final reports. PA contributes to writing semi-annual reports in compliance with the Grant Agreement and the final report.

QUALIFICATIONS:

- One year of relevant experience
- A Doctoral Degree or equivalent in theology or religious studies.
- A track record of peer-reviewed publications in areas of scholarship related to project.
- A strong background in the disciplinary study of the Catholic Church and religion.
- Experience in event management.
- Experience with program administration and ability to navigate web-based programs.
- A collaborative style of work, social facilitation skills, and excellent writing skills.
- The ability to build strong relationships and interdisciplinary collaborations with Fordham administration, program directors, and faculty members in the science and humanities across multiple Fordham schools and campuses.
- Knowledge of and commitment to Fordham University's mission in relation to promoting social justice and *cura personalis*, care for the whole person, across multiple disciplines, preferred.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: Applications will be considered on a rolling basis and the position will be filled when a successful candidate has been identified.

SEND LETTER AND RESUME TO: Bradford E. Hinze, Karl Rahner Professor of Theology, bhinze@fordham.edu

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