The Pace University School of Education invites applications for an administrative staff position, Assistant Director of Student Support Services, for its Pleasantville campus programs. The Assistant Director will be responsible for the implementation and coordination of advisement and orientation, evaluation of internal and external transfer undergraduate transcripts and graduate applications to the School. The Assistant Director will also advise students, monitor their progress and teach sections of the University Orientation seminar, while serving as a liaison to other university offices such as Admission, Student Life, Co-op and Career Services, Alumni/ae, Registrar, Bursar and Financial Aid.

The Assistant Director will have overall responsibility for programs on Pace’s Pleasantville/Briarcliff campus and will report to the Assistant Dean for Westchester Programs. The Assistant Director will also work closely with the Pleasantville department chair and faculty and with the NYC Director of Student Support Services. Some intercampus travel, weekend and evening work will be required. The position will begin at the earliest possible date.

**Position Requirements:** Masters degree. Experience as administrative staff in higher education; demonstrated excellence in academic advisement, orientation and/or recruitment in a higher education setting; demonstrated excellence in interpersonal, presentation (oral and written), creative problem-solving, analytical and organizational skills; demonstrated ability to work well with a wide range of both internal and external constituencies; and computer skills (databases, spreadsheets, word-processing). Preference will be given to candidates with knowledge and/or experience in teacher preparation and certification or preK-12 education, or teaching at college/university level.

Review of applications will begin immediately and will continue until the position is filled. To apply, go to [http://appserv.pace.edu/HR/Jobs/Position_Details.cfm?ReqNo=R000000090](http://appserv.pace.edu/HR/Jobs/Position_Details.cfm?ReqNo=R000000090)

Pace University is an independent institution founded in 1906 with a multi-campus structure and academic programs in Arts & Sciences, Business, Computer Science and Information Systems, Education, Law and Nursing. The School of Education offers degree programs that prepare dedicated educational professionals for leadership roles in urban and suburban classrooms, schools and school districts. The University has comprehensive campuses in New York City, Pleasantville, Briarcliff and White Plains, New York. Additional information can be obtained at [www.Pace.edu](http://www.Pace.edu).

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