

Director of Faculty Support Services  
Columbia University in the City of New York

Direct Link: <https://www.AcademicKeys.com/r?job=125530>

Downloaded On: Aug. 25, 2019 2:21pm

Posted Jul. 11, 2019, set to expire Nov. 12, 2019

<b>Job Title</b>	Director of Faculty Support Services
<b>Department</b>	Columbia Law School
<b>Institution</b>	Columbia University in the City of New York NEW YORK, New York
<b>Date Posted</b>	Jul. 11, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Law - General
<b>Job Website</b>	<a href="http://opportunities.columbia.edu/cw/en-us/job/500786?!ApplicationSubSourceID=">http://opportunities.columbia.edu/cw/en-us/job/500786?!ApplicationSubSourceID=</a>
<b>Apply Online Here</b>	<a href="http://opportunities.columbia.edu/cw/en-us/job/500786?!ApplicationSubSourceID=">http://opportunities.columbia.edu/cw/en-us/job/500786?!ApplicationSubSourceID=</a>
<b>Apply By Email</b>	

**Job Description**

Director of Faculty Support Services  
Columbia Law School

Reporting to the Chief of Staff and Assistant Dean for Faculty Affairs, the Director is responsible for overseeing a full complement of administrative services provided to Law School faculty members and research centers. The Director will be responsible for determining and balancing employee workload, ensuring the highest level of service for faculty, and promoting administrative and process efficiency. With a team composed of more than 20 administrative assistants and coordinators, the Director must possess significant supervisory and organizational skills, communicate in a diplomatic and tactful way, and exercise significant independent judgment in addressing a range of sensitive information.



Director of Faculty Support Services  
Columbia University in the City of New York

Direct Link: <https://www.AcademicKeys.com/r?job=125530>

Downloaded On: Aug. 25, 2019 2:21pm

Posted Jul. 11, 2019, set to expire Nov. 12, 2019

For a more detailed job description and instructions on how to apply online, please go to:  
<http://opportunities.columbia.edu/cw/en-us/job/500786?IAApplicationSubSourceID=>

**EEO/AA Policy**

Columbia University is an equal opportunity employer/disability/veteran and is committed to the hiring of qualified local residents.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**