TITLE OF POSITION/RANK: Research Associate

DEPARTMENT: Provost, Rose Hill

RESPONSIBILITIES:
- Provides research assistance to the McGinley Professor
- Arranges travel for the McGinley Professor for academic conferences and events
- Proofreads texts for publication, copy-edits materials submitted, and works closely with editors of publications
- Coordinates planning, publicizing, and running of the semi-annual McGinley Lectures
- Oversees the mailing of McGinley Lecture booklets to the Bishops of the United States and College Presidents
- Maintains the schedules and calendars of the McGinley Chair
- Manages the day-to-day activities and overall administrative operations of the McGinley Chair, including supervision of work-study and graduate assistants and approval of their timesheets
- Submits invoices for payment
- Manages social media platforms

QUALIFICATIONS:
- Master’s degree in Theology or Religious Studies required
- At least five years experience in event planning
- Ability to do research for the Jewish, Christian, and Muslim Trialogue
- Knowledge of Work, Excel, and Access
- Exceptional administrative management and problem-solving skills
- Excellent communication and interpersonal skills

SALARY: Commensurate with experience.

STARTING DATE: September 17, 2018

Send Cover Letter and CV to: Office of Human Resources
hr@fordham.edu

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