POSITION TITLE: Administrative Assistant supporting the CCEL Directors (Non-Benefitted, Part-Time, 19 hours per week)

DEPARTMENT: Center for Community Engaged Learning (CCEL) Mission Integration and Planning (Rose Hill/Lincoln Center)

The Administrative Assistant for the Center for Community Engaged Learning (CCEL) will offer skillful administrative and organizational support vital to the success and advancement of the Center’s mission and programming working directly with the Directors of Operations and Programs and Campus and Community Leadership. This position will allow for the operational stability and logistical support needed to benefit all of the Center’s stakeholders. Areas of responsibility will include general office management, budgetary support, liaising between the Center and core constituents: faculty, students, and community members, and supervision of student workers. This is a part-time, fixed term, hourly position (not to exceed more than 19 hours a week), and will report jointly to the Directors of Center for Community Engaged Learning.

RESPONSIBILITIES:

- Provides administrative support to the Directors
- Provides budgetary support for the Center
- Liaises with on campus partners on behalf of the Center’s staff
- Coordinates data collection and organization for each program
- Manages daily affairs and follow up for each Director
- Collaborates with other areas of the University as it pertains to CCEL service efforts and sponsored events
- Carries out other duties as assigned by the Directors of CCEL
- Collaborates with the broader work of the Division
- Provides administrative support to the Directors of CCEL
- Manages correspondence and other communications
- Initiates and maintains an effective filing system for the Center, beginning with hard copy files and then assisting with maintenance of digital files
- Ensures effective operations of CCEL offices
- Manages all material needs of the office including ordering office supplies
- Assists in managing all of CCEL finances
- Assists with the maintenance of CCEL webpages
- Works in collaboration with the Administrative Assistant who reports to the Executive Director on all of the items listed above
- Provides budgetary support for CCEL
- Assists with the monitoring of area expenditures throughout the year
- Ensures timely processing of requests, transfers, invoices, and other financial activities
- Attends to other fiscal issues as they arise.
- Pays Center’s invoices
- Assists with year-end reporting and financial forecasting projects
Coordinates data collection and organization for each program
- Works with staff and student workers to collect data regularly from programs
- Works with the Directors to ensure the proper data is collected and acted upon regularly
- Manages daily affairs and follow up for each Director
- Serves as the point person for the logistical development of CCEL activities
- Receives and assess resource requests from campus partners
- Assists in the daily flow of work being processed
- Assists with programming throughout the Center with programs such as Urban Plunge, GO Gala, Volunteer Fairs, etc.
- Provides operational and logistical support for University-wide efforts spearheaded by CCEL
- Collaborates and communicates with other areas when programs are to be co-sponsored or co-facilitated by the Center
- Carries out other duties as assigned by the Directors.

QUALIFICATIONS:

- Minimum Bachelor’s degree in related field
- Minimum three years of progressive experience in working with organizational development, budgeting, and event planning
- Strong understanding and personal commitment to Jesuit Educational Mission & Ignatian Spirituality
- Display a deep commitment to diversity and inclusion principles
- Must understand the mission and vision of Fordham University and CCEL.
- Must be willing to work on a part-time schedule, 19 hours per week maximum.
- Must have strong written and oral communication skills
- Knowledge of social media and Google Applications;
- Must have full understanding of Microsoft Office with special emphasis on Excel

STARTING DATE: ASAP

FLSA CATEGORY: Non-Exempt

SALARY: Commensurate with experience.

SEND LETTER & RESUME: ccelemployment@fordham.edu

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