POSITION ANNOUNCEMENT

TITLE OF POSITION: Administrative Assistant for Undergraduate Studies (Rose Hill) (Part-Time/Non-Benefited; 19 Hours per Week)

DEPARTMENT: Gabelli School of Business

OVERVIEW: The Administrative Assistant for Undergraduate Studies provides direct support to the Associate Dean of Undergraduate Studies and the Associate Dean for Academic Administration. The position is based at Fordham University’s Rose Hill, Bronx NY campus. This position requires organizational and planning skills, independent decision-making abilities, a highly professional demeanor and interpersonal skills.

RESPONSIBILITIES:
- Provides assistance to the Associate Dean of Undergraduate Studies and the Associate Dean for Academic Administration ensuring the smooth functioning of administrative tasks.
- Organizes events that are sponsored by the Office of Undergraduate Studies, including corresponding with students, administrators, faculty and individuals external to the university.
- Prepares program materials and vendor services as needed.
- Serves as a line of support for full-time and adjunct faculty, staff, and students who have questions related to undergraduate studies.
- Attends staff meetings and takes notes, writes up meeting minutes and distributes to related parties.
- Assists Associate Dean of Undergraduate Studies in preparing for the undergraduate curriculum committee by distributing relevant materials ahead of time.
- Supports the Associate Dean for Academic Administration with tasks related to programs including, but not limited to, AACSB accreditation, online MS programs, and undergraduate core curriculum.
- Provides logistical support such as completing room reservations, ordering catering and preparing documents for meetings and other events.
- Completes and keeps track of budgeting for meetings and events.
- Works with vendors for ordering of Fair Trade products and keeps track of budgeting.
- Coordinates logistics for travel to conferences, meetings, etc.
- Completes paperwork for expense reimbursement requests.
- Completes online searches and compiles reports of results upon direction of the Associate Dean of Undergraduate Studies and the Associate Dean for Academic Administration.
- Provides additional support to the Associate Dean of Undergraduate Studies and the Associate Dean for Academic Administration as needed.

QUALIFICATIONS:
- Bachelor’s Degree preferred but not required. Minimum of 2-4 years of business and/or office-manager experience required. A background in higher education is not necessary, but a plus.
- Proficiency in MS Office (Particularly Word, Excel); demonstrated ability to keep accurate, organized records; and the aptitude to learn new reporting skills.
- Strong service orientation, excellent attention to detail, ability to multi-task, prompt responsiveness to issues and reliability in maintaining confidentiality.

HOURS: Approximately 19 hours per week.

SALARY: Hourly rate to commensurate with experience

FLSA CATEGORY: Non-Exempt

STARTING DATE: ASAP

SEND LETTER & RESUME: Lerzan Aksoy, Associate Dean of Undergraduate Studies: aksoy@fordham.edu

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