ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Operations Coordinator
(Gift Funded Position continuation contingent upon additional funding)

DEPARTMENT: Career Services, Rose Hill

RESPONSIBILITIES:
• The role will build and maintain unparalleled relationships with all constituents of Fordham to ensure both Fordham and it’s students are most effectively represented while further ensuring that all needs and requests are carried out with excellence and efficiency to develop an engaging and personalized experience.
• Serves as front line communication and administrative support for the Office of Career Services
• Manage front desk student workers; including scheduling, time sheet, etc.
• Supports Career Services team in all strategic and operational functions
• Manages on campus employer experience by greeting, assisting and accommodating employers when on campus and ensures that all needs are met.
• Builds and maintains sustainable relationships with students and recruiting partners by providing perfect customer service.
• Coordinates scheduling and room reservations for staff meetings and other staff development needs.
• Engages employers while on campus to gain feedback and improve employer experience.
• Encourages feedback and to help continually improve the employer experience and to take appropriate steps needed to implement positive changes.
• Support OCR and incorporate students and employer feedback into operations and support the OCR program as a whole to improve the employer experience
• Arrange check-in at employer and student events to track accurate student attendance
• Support the Marketing and Student Engagement Team and Employer Relations Team with projects and event scheduling
• Posting events to the University Events and Gabelli Connect
• Review and approve employers requesting access and job postings on career management tool, Handshake
• Coordinate utilization of Career Services office space by other departments when requested.
• Manages administrative tasks such as purchasing and replenishing employer gifts, snacks, career fair orders, etc.
• Assist Senior Associate Director with office budget
• Others duties as assigned.

QUALIFICATIONS:
• B.A./B.S. required; Human Services, Social Services, Counseling, Business, etc.
• Minimum 1-2 years experience in customer service, higher education, career services, student personnel, employer relations, event planning or related field.
• Must possess excellent interpersonal and communication, organizational, teamwork, leadership, multitasking and time management skills.
• Must be able to provide excellent customer service and present a positive attitude, and possess a flexible and accommodating nature.
• Willingness to adjust daily schedule to work early mornings, occasional evenings and weekends within 35 hour work week.
• Must demonstrate ability to develop rapport with employers and students and prioritize multiple projects.
• Familiarity with affirmative action and equal opportunity non-discrimination guidelines necessary.
• Familiarity with a student centered approach to education in the Jesuit tradition preferred.

STARTING DATE: ASAP

FLSA CATEGORY: Non-Exempt

SALARY: Commensurate with experience.

SEND LETTER & RESUME: Cheretta Robson
Senior Associate Director, Career Services
crobson1@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories