POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Administrative Manager for Housing Operations
(Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT: Office of Residential Life, Rose Hill

RESPONSIBILITIES:

Administrative Responsibilities
- Assist in the openings and closings of the residence halls in the Fall, at University breaks, and in the Spring.
  - Assist in the coordination of schedules and deadlines for students and staff.
  - Be present before and during all openings and closings to ensure a smooth process and handle concerns as they arise.
  - Coordinate and track distribution and return of student keys.
  - Other duties as assigned.
- Coordinate lock changes, working with the Locksmith in Facilities for lock changes when necessary.

Summer Conference Responsibilities
- Manage the activities and efforts of the Summer Conference Office
  - Coordinate the Summer Conference Schedule
  - Hire and Supervise Summer Conference Staff
- Assist the Assistant Director of Residential Life for Housing Operations and the Office of Alumni Relations with all preparations for Jubilee Reunion Weekend.
- Collaborate with Campus Operations and Facilities Operations throughout the summer to accommodate Summer Conferences.
- Assist in preparing for student who need to move in prior to the official opening day and manage Early Arrival process.

Student- and Staff-Related Responsibilities
- Assist in training the Resident Directors and Resident Assistants in all areas of Housing Operations.
- Respond to inquiries and problems of all staff members in a timely and conscientious fashion.
- Establish rapport with all relevant offices to ease communication and system improvement, including Facilities Operations, Campus Operations, Public Safety, Student Accounts, Fordham IT, etc.

Office-Related Responsibilities
- Represent the Office of Residential Life as an administrator at University functions as needed, including, Open Houses, Senior Night dances, Homecoming, Spring Weekend, Senior Week, etc.
- Coordinate office communication as needed through office publications, administrative calendars, etc.
- Because of the live-in nature of this position, the Administrative Manager will conduct themselves as role models and a professional at all times.

QUALIFICATIONS:
- Bachelor’s Degree preferred.
- Matriculation or intention to matriculate.
- Excellent communications skills and the ability to prioritize and meet deadlines.
- Leadership or supervisory experience.
- Organizational ability.

COMPENSATION:
- Hourly Rate
  - On Campus Apartment
  - Meal Credit
  - 18 Credits of Tuition Remission

STARTING DATE: ASAP
FLSA CATEGORY: Non-exempt/Hourly
START DATE: ASAP
SEND LETTER & RESUME: msegota@fordham.edu

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