TITLE OF POSITION/RANK: Graduate Intern for Operations

DEPARTMENT: Office for Student Involvement, Rose Hill

RESPONSIBILITIES:

- Carry out functions related to the operation and records retention of Fordham University’s Office for Student Involvement at Rose Hill
- Assist with tracking of departmental budgets and expenditures
- Assist with reconciling departmental accounts to ensure transactions are logged accurately in the University’s system of record
- Assist with maintaining a digital purchase inventory for all large student club expenditures
- Assist with verifying budget information for undergraduate student clubs in the club management system (currently OrgSync)
- Communicate with other departments relating to the processing of payments and transfers
- Assist with special projects & reports as requested by the Assistant Dean for Student Involvement
- Other duties as assigned by the Assistant Dean for Student Involvement

QUALIFICATIONS:

- Applicants must have a Bachelor’s Degree and be enrolled in a Master’s Degree program for the Fall 2019 semester.
- An accounting or finance background preferred, experience in higher education a plus
- Expertise in Microsoft Office applications (Word and Excel) and Google applications (Gmail & Google Drive)
- Excellent attention to detail while managing multiple tasks
- Ability to grasp detailed processes and follow protocol
- Must possess a high level of discretion working with confidential documents
- Strong written and oral communication skills

SALARY: Commensurate with experience

FLSA CATEGORY: Non-exempt

START DATE: ASAP

TO APPLY: Cody Arcuri
Assistant Dean for Student Involvement
involvementrh@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