



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: H03990

Date: 9.25.19

PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Doctoral Program Administrative Assistant

Part-Time/Non-Benefited
Monday-Friday
19 hours per week

DEPARTMENT: Gabelli School of Business, DPS Program
Lincoln Center

RESPONSIBILITIES:

- Carries out functions to the operation of Fordham University's Gabelli School of Business DPS Program
- Reports directly to the Manager of Doctoral Programs
- Assists with information management relating to the program
- Scans and organizes electronic files
- Communicates with other departments relating to the program's projects/activities
- Coordinates with partner school(s) relating to the program's projects/activities
- Assists with tracking of budgets
- Updates Excel workbooks
- Assists with special projects as requested by the Manager

QUALIFICATIONS:

- Associate or Bachelor's degree preferred.
- A finance background desired, experience in higher education business processing a plus
- Expertise in Microsoft business office applications and Google mail
- Demonstrated proficiency in Excel
- Excellent attention to detail while managing multiple tasks
- Ability to grasp detailed processes and follow protocol
- Strong work ethic, reliability and a proven customer service focus
- Must possess a high level of discretion working with confidential documents
- Strong written and oral communication skills

SALARY: Hourly Rate
Commensurate with experience

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Pamela Hwang

Manager of Doctoral Program
Phwang4@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*