Position: PN0880  Date: 10.01.19

PROFESSIONAL NON-EXEMPT POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Administrative Program Assistant

DEPARTMENT: Center for Community Engaged Learning (CCEL)
Mission Integration and Planning
Rose Hill

POSITION SUMMARY:
The Program Assistant for the Center for Community Engaged Learning will offer skillful administrative and organizational support vital to the success and advancement of the Center’s mission and programming. Providing direct support to the Executive Director of the CCEL, this position will allow for the operational stability and logistical support needed to benefit all of the Center’s stakeholders. Areas of responsibility will include general office management, budgetary support, liaising between the Center and core constituents: faculty, students, and community members, and supervision of student workers.

RESPONSIBILITIES:
• Provides program and administrative support to the Directors at Rose Hill and Lincoln Center
• Provides budgetary support for the Center.
• Liaises with partners on behalf of the Center’s staff.
• Provides operational support Center programming and initiatives.
• Assists in developing events and programs for faculty, community leaders and students.
• Collaborates with other areas of the University as it pertains to CCEL service efforts and sponsored events.
• Carries out other duties as assigned by the Executive Director of CCEL.
• Collaborates with the broader work of the Division.
• Works directly with the Directors in organizing and implementing CCEL programs for faculty, community leaders and students.
• Helps to manage correspondence and other communications with a can-do, customer-service oriented demeanor.
• Initiates and maintains an effective filing system for the Center, beginning with hard copy files and then assisting with maintenance of digital files.
• Ensures the effective operations of CCEL programs on both campuses.
• Assists in developing an organized program filing system for the organizational development of all programs.
• Assists in managing all of CCEL program elements.
• Assists with the office operational issues.
• Assists with development and implementation of programs on both campuses.
• Assists with timely operation and organization of each program.
• Assists director in planning the budgets and organizing invoices.
• Attends to other program issues as they arise.
• Oversees student workers and create their portfolios in consultation with Center staff.
• Assists with data collection and input for signature programs and new initiatives.
• Corresponds directly with students, faculty, staff and community members to support smooth running of programs.
• Assists Center staff in building and implementing office processes and modernizing payment, application, and other administrative systems.
RESPONSIBILITIES (cont’d):
• Works with staff and student workers to collect service data periodically from our students and Community Partners.
• Assists in developing events and supporting requests of community partners and their connection to the campus.
• Serves as the point person for the development of CCEL events.
• Receives and assesses resource requests from our community partners.
• Works with faculty leaders, community leaders and student leaders to fulfill requests.
• Forwards requests to other areas of the University when appropriate.
• Collaborates with other areas of the University as it pertains to CCEL service efforts and sponsored events.
• Provides operational and logistical support for University-wide efforts spearheaded by CCEL.
• Collaborates and communicates with other areas when programs are to be co-sponsored or co-facilitated by the Center.
• Carries out other duties as assigned by the Executive Director.
• Collaborates with the broader work of the Division.

QUALIFICATIONS:
• Bachelor’s Degree in Marketing or Communications preferred.
• 2-5 years relevant experience with organizing and implementing programs.
• 2-5 years’ experience working with diverse constituencies is important.
• Must be a self-starter with the ability to operate multiple programs in a fast-paced environment.
• Must have strong written and oral communication skills, knowledge of social media.
• Full understanding of Microsoft Office and Google Applications required.
• Must have an understanding of the mission and vision of Fordham University and CCEL

SALARY: Commensurate with experience

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER AND RESUME: ccelemployment@fordham.edu

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