PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:  
Part-Time Assistant (Clerical/(Non-Union)  
(Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT:  
Office of Senior Vice President for Strategy and Enrollment

RESPONSIBILITIES:

- Maintains calendars for Senior Vice President for Enrollment & Strategy showing flexibility and problem-solving abilities to adjust or prioritize schedules based on last-minute changes.
- Oversees budgeting, finances, AMEX, expenses and reimbursements
- Coordinates extensive travel arrangements and itineraries Performs general office duties, managing flow of correspondence, research, filing, supplies, managing calls, etc.
- Heavy word processing and data entry. Banner knowledge a plus, but not necessary (training will be provided).
- Communicate with vendors, employees, and other individuals to answer questions, disseminate or explain information, and address complaints.
- Answers calls using professional phone etiquette, pays attention to detail. Direct calls and takes messages for appropriate personnel.
- Compile, scan, copy, sort, and file records of office activities, business transactions, and other activities.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
- Maintain and update scanning and filing.
- Opening, sorting and routing incoming mail and prepare outgoing mail.
- Performs other duties as assigned by Planning Analyst

QUALIFICATIONS:

- High School Diploma required
- Experience working in a professional busy office environment
- Experience working knowledge of current office software such as Microsoft Word and Excel; computer skills such as data entry and word processing
- Ability to prioritize and organize multiple duties and responsibilities
- Strong interpersonal and communication skills and the ability to interact comfortably and respectfully with all individuals in a diverse multicultural environment

SALARY:  
Hourly Rate  
Commensurate with experience.

FLSA CATEGORY:  
Non-exempt

START DATE:  
ASAP

SEND LETTER AND RESUME TO:  
Peter A. Stace  
Senior Vice President for Enrollment & Strategy  
stace@fordham.edu

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