ADMNISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Operations Manager

DEPARTMENT Department of University Transportation (All Campuses)

RESPONSIBILITIES:

- Reports to Director and Assistant Director of Intercampus Transportation.
- Assumes primary responsibility is the coordination of all operations of our intercampus shuttle.
- Oversees scheduling, billing, and performance of chartered trip service averaging over 2,000 trips per year.
- Assists the Director in management of all operations including payroll, ticket sales, dispatching, pass distribution, scheduling, budget preparation, etc.
- Assists the Director in preparing quarterly and annual reports, and department presentations.
- Represents the office and interacts with senior administrators, faculty, staff, students, alumni, and trustees, as well as distinguished individuals outside the University.
- Responds to and oversees operational emergencies such as vehicular accidents during non-standard hours.
- Is involved with related student training initiatives.
- Manages assigned budgets, reconciles accounts, and maintains office supplies.
- Trains both written and road test on the safe operation of a 15-passenger van
- Performs general office management responsibilities, including but not limited to, determining daily operational priorities, arranging meetings, and onboarding new student staff.
- Is required to work variable hours, including early morning, late-night or weekends

QUALIFICATIONS:

- Bachelor’s Degree preferred; relevant graduate work a plus.
- Minimum one year of related experience in transportation operations, fleet management, or logistics is required.
- Strong knowledge of Microsoft Office suite of applications (Word, PowerPoint, Excel, and Access), Google G-Suite Apps (Docs, Sheets, and Drive), and cloud-based CRMs. Web Design capabilities a plus.
- Must be tactful and enjoy working closely with students. Good interpersonal skills are essential.
- Excellent judgment, diplomacy, and discretion are necessary in handling confidential and/or sensitive materials.
- Strong organizational skills; attention to detail and accuracy; excellent communication skills (oral and written); excellent editing and proofreading skills; strong work ethic and dependability required.
- Ability to establish priorities, work well under pressure, work on numerous projects at once, anticipate schedule demands and meet deadlines.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: 11/12/2019

SEND LETTER AND RESUME TO: Mr. Plinio Gonzalez
Interim Director, University Transportation
441 East Fordham Road
Regional Garage 101
Bronx, NY 10458
pgonzalez@fordham.edu

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