ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Student Organizations Specialist

DEPARTMENT: Office for Student Involvement, Rose Hill

POSITION SUMMARY: The Student Organizations Specialist will fulfill the day-to-day budget and operations for student clubs and organizations within the Office for Student Involvement and will work closely with the Assistant Director for Student Organizations and Programming to successfully execute events and programs throughout the year.

RESPONSIBILITIES:
- Support administrative duties associated with the advisement of 140+ clubs and organizations, including, but not limited to, student activities budget management, event registration, and required legal documents (i.e. contracts, waivers). Act as a liaison to other departments to successfully execute club events
- Maintain student activities budget, track expenses, and monitor student club budgets
- Facilitate student club and organization purchases and tracking inventory
- Approve and process student club and organization event requests
- Collect data for program evaluations and prepare data for statistical, financial, participant and program activity reports
- Hold regularly scheduled "Drop-In Hours" for clubs and organizations to establish relationships with new club leaders, as well as to advise club leaders on event planning, payment procedures, and upcoming events
- Advise the United Student Government Budget Committee
- Chaperone and supervise weekly late-night and weekend programming
- Create promotional materials on the student engagement platform, social media outlets, and other media to maintain consistent communication with club leaders and general student body
- Assist with training for club leaders
- Contribute to the coordination and staffing of traditional University events, including but not limited to New Student Orientation, Homecoming, Senior Week, Family Weekend and Spring Weekend, Commencement, Admissions Open Houses, and other Office for Student Involvement events
- Additional duties as assigned by the Assistant Director for Student Organizations & Programming

QUALIFICATIONS:
- Bachelor's Degree, or in lieu of the degree a minimum of 4 years’ experience in a related field
- 1-2 years of relevant work experience (can include internships and college work experiences)
- Experience in the area of event planning and student programming preferred
- Exceptional interpersonal communication skills and organizational skills
- Detail orientated, self-motivated, able to work independently, and carefully manage multiple responsibilities simultaneously with short deadlines in a high-volume environment
- Demonstrate a maturity that will foster a professional mentoring and advising relationship with students
- Commitment to the ideals of Jesuit education
- Flexibility with work hours (night and evening work required)
- Proficiency in Google Suite and Microsoft Office Suite
- Ability to act as a role model for students, especially in the area of substance use and low-risk decision making

SALARY: Commensurate with experience (includes on-campus housing)

FLSA CATEGORY: Exempt

START DATE: August 1, 2020

SEND LETTER AND RESUME TO:
Francesca Leite
Assistant Director for Student Organizations & Programming
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