TITLE OF POSITION/RANK: Operations Coordinator  
(Gift Funded Position – Continuation contingent upon additional funding)

DEPARTMENT: Career Services, Rose Hill

POSITION SUMMARY: The role will build and maintain unparalleled relationships with all constituents of Fordham to ensure both Fordham and its students are most effectively represented while further ensuring that all needs and requests are carried out with excellence and efficiency to develop an engaging and personalized experience.

RESPONSIBILITIES:
• Serves as front line communication and administrative support for the Office of Career Services
• Supports Career Services team in all strategic and operational functions
• Manages on-campus employer experience by greeting, assisting, and accommodating employers when on campus and ensures that all needs are met
• Builds and maintains sustainable relationships with students and recruiting partners by providing excellent customer service.
• Coordinates scheduling and room reservations for staff meetings and other staff development needs
• Engages employers while on campus or virtual to gain feedback and improve the employer experience
• Encourages feedback to help continually improve the employer experience and to take appropriate steps needed to implement positive changes
• Supports OCR and incorporates students’ and employer’s feedback into operations and supports the OCR program as a whole to improve the employer experience
• Arranges check-in at employer and student events to accurately track student attendance
• Supports the Marketing and Student Engagement Team and Employer Relations Team with projects and event scheduling
• Posts events to the University Events and Gabelli Connect
• Reviews and approves employers who are requesting access and job postings on career management tool, Handshake
• Coordinates utilization of Career Services office space by other departments when requested
• Manages administrative tasks such as purchasing and replenishing employer gifts, snacks, career fair orders, etc.
• Assists with office budget
• Performs other duties as assigned

QUALIFICATIONS:
• B.A/B.S. required in Human Services, Social Services, Counseling, or Business
• Minimum 1-2 years of experience in customer service, higher education, career services, student personnel, employer relations, event planning or related field
• Excellent interpersonal and communication, organizational, teamwork, leadership, multitasking, and time management skills are required
• Ability to provide excellent customer service and present a positive attitude, and possess a flexible and accommodating nature
• Ability to demonstrate and develop rapport with employers and students and prioritize multiple projects
• Willingness to adjust daily schedule to work early mornings, occasional evenings and weekends
• Familiarity with affirmative action and equal opportunity non-discrimination guidelines necessary
• Familiarity with a student-centered approach to education in the Jesuit tradition preferred

SALARY: Commensurate with experience

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER AND RESUME: Nicole Catalfamo  
Associate Director, Career Services  
nicatalfamo@fordham.edu

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Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories