PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Graduate Intern for Student Organizations & Event Reservations Management (Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT: Office for Student Involvement
Lincoln Center

RESPONSIBILITIES:

Student Organizations Responsibilities
• Assists the Associate Director in the advisement of student clubs, program development and leadership training.
• Assists in the development and implementation of in person, hybrid, and virtual student events (all in person events and event components will comply with NYC and Fordham Social Distancing and safety guidelines).
• Supervises evening and weekend programming both on campus and virtually.
• Assist the department with supporting clubs in their on campus and off campus events including but not limited to flier approval, budget and financial requests, and answering questions about University policies.
• Assists with maintenance of the Rams Involved Platform through Salesforce Education Cloud
• Posts to Departmental Social Media accounts during events or for upcoming events/initiatives
• Assists with additional projects related to First Year Experience, Senior Week, New Student Orientation, Commuter Student Services, University Events, COVID Protocols related to Student Life and Wellness Education as needed.
• Performs additional duties as deemed appropriate and as assigned by the Associate Director or Senior Director.

Event Reservations Responsibilities:
• Reserves rooms for the 60 undergraduate clubs at the Lincoln Center campus. Facilitates securing room confirmations in the 25 Live reservation system.
• Acts as a liaison between the University community and the Student Involvement office concerning room reservation requests for spaces this office oversees at the Lincoln Center campus.
• Coordinates all space reservations for rooms overseen by Student Involvement. Schedules room reservation requests from University community members in accordance with established policies and procedures using the 25 Live reservation system.
• Coordinates communication of event logistics including room setups, AV services, etc.
• Communicates space utilization requirements to those booking Student Involvement rooms on campus.
• Oversees the ongoing upkeep of Student Involvement rooms such as submitting work orders for repairs or damages.

QUALIFICATIONS:
• Bachelor’s Degree required.
• The pursuit of a Master’s Degree is preferred, especially in Counseling, Education or disciplines related to a Higher Education.
• Leadership experience required.
• Strong computer skills including Microsoft Office Suite, Google Drive application, and an ability to learn new applications.
• Self-starter who is able to work in a busy office and complete concurrent projects on varying deadlines.
• The ideal candidate will possess enthusiasm for working in a student-centered environment and proficiency for building and maintaining excellent relationships with departments, faculty, and student groups across campus.

SALARY: Hourly Rate
Commensurate with experience.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Christina Frankovic-Sepsi
Associate Director for Student Involvement
involvementlc@fordham.edu

No phone calls, please.

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