PROFESSIONAL NON-EXEMPT POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Operations Coordinator*

*This is a gift-funded position. Continuation is contingent upon additional funding.

DEPARTMENT: Career Services, Rose Hill

POSITION SUMMARY:
The Operations Coordinator 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 need are met.
- Builds and maintains sustainable relationships with students and recruiting partners by providing perfect customer service.
- Coordinates scheduling and room reservations for staff meetings and other staff development needs.
- Engages employers while on campus or virtually 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 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 track accurate 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 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. Human Services, Social Services, Counseling, Business, etc.
- Minimum 1-2 years’ experience in customer service, higher education, career services, student personnel, employer relations, event planning or related field.
- Familiarity with affirmative action and equal opportunity non-discrimination guidelines necessary.
- Excellent interpersonal and communication, organizational, teamwork, leadership, multitasking and time management skills.
- Excellent customer service skills, positive attitude, and a flexible and accommodating nature.
- Willingness to adjust daily schedule to work early mornings, occasional evenings and weekends within 35-hour work week.
- Ability to develop rapport with employers and students and prioritize multiple projects.
- 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: Cheretta Robson
crobson1@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories