PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Office Manager
(Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT: Counseling and Psychological Services
Lincoln Center

RESPONSIBILITIES:
- Assumes responsibility for various receptionist duties, including answering phones, transcribing messages, and greeting and scheduling students for clinical appointments.
- Screens for students who present in crisis, and schedules evaluations with clinical staff accordingly.
- Orders office supplies and ensures that office environment appears professional.
- Generates reports and organizes data from clinical record keeping and scheduling software.
- Assists in office policy development and implementation.
- Interfaces with other university departments as needed.
- Assists with designing and conducting new staff orientation to ensure compliance with departmental and institutional policies.
- Maintains forms and procedures for new staff and trainee orientation.
- Maintains employee personnel and recruitment files.
- Oversees administrative responsibilities related to staff vacancies and recruitment.
- Supervises and trains student workers and administrative externs.
- Assists Director with yearly budget preparation.
- Maintains fiscal objectives by monitoring year to date and projected salary and operational expenditures.
- Assists Director with preparing quarterly, annual, fiscal and assessment reports.
- Assists Outreach coordinator with designing, planning, marketing, and implementing outreach and prevention programs.
- Prepares outreach event surveys, evaluations, and written materials.
- Compiles, organizes, and disseminates data from outreach evaluations.
- Performs other administrative duties as assigned or necessary.

QUALIFICATIONS:
- B.A., B.S., or higher degree in a related field.
- Two or more years of experience in higher education or related field.
- Computer literacy with a high proficiency in MS Office (Word, Excel, PowerPoint).
- Excellent interpersonal and communication skills.
- Excellent time management, organizational and leadership skills.
- Ability to work collaboratively with a diverse university community of students, faculty, administrators, and families.
- Dedication to learning about, understanding, and supporting the care of students and the vocation of student affairs in the context of Fordham University’s Jesuit tradition

SALARY: Hourly Rate
Commensurate with experience.

FLSA CATEGORY: Non-exempt

START DATE: 08/01/21

SEND LETTER AND RESUME:
Dr. Yael Uness, Ph.D.
Associate Director
yuness@fordham.edu

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