PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Graduate Intern for Operations (Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT: Office for Student Involvement Rose Hill

RESPONSIBILITIES:
• Carry out functions related to the operation and records retention of Fordham University’s Office for Student Involvement at Rose Hill
• Assist with tracking of departmental budgets and expenditures.
• Reconcile departmental accounts to ensure transactions are logged accurately in the University’s system of record.
• Assist with maintaining a digital purchase inventory for all large student club expenditures.
• Assist with verifying budget information for undergraduate student clubs in the club management system (currently using Salesforce).
• Communicate with other departments relating to the processing of payments and transfers.
• Assists with implementing and managing programs and services offered through the Commuter Student Services area of the office.
• Assists with updating departmental web pages.
• Assist with special projects & reports as requested by the Assistant Dean for Student Involvement.
• Assisting in the assessment of the operations, programs, and opportunities offered by the Office for Student Involvement to the Rose Hill and University community.
• Additional responsibilities include assisting with program development and execution of New Student Orientation, Family Weekend, Spring Weekend, Senior Week, and Commencement events.
• Other duties as assigned by the Assistant Dean for Student Involvement.

QUALIFICATIONS:
• Bachelor’s Degree required and must be enrolled in a Master’s Degree program for the Fall 2021 semester.
• An accounting or finance background preferred, experience in higher education a plus.
• Expertise in Microsoft Office applications (Word and Excel) and Google applications (Gmail & Google Drive).
• Excellent attention to detail while managing multiple tasks.
• Ability to grasp detailed processes and follow protocol.
• Must possess a high level of discretion working with confidential documents.
• Strong written and oral communication skills.
• Flexible with work hours (night and evening work required).

SALARY: Hourly Rate
Commensurate with experience.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO:
Cody Arcuri
Assistant Dean for Student Involvement
involvementrh@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