ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Department Administrator

DEPARTMENT: Philosophy and Theology (Joint Appointment)
Rose Hill

POSITION SUMMARY:
The Department Administrator is the primary point of contact for administrative matters in the Departments. Under the direction of the Chairs, the Administrator manages the department’s operational needs, supervises student workers, supports students and faculty, and oversees the efforts of the clerical staff members. The Department Administrator provides administrative support to the Chair, Associate Chairs, and Graduate Director and collaborates with other staff in overseeing office procedure development and implementation.

RESPONSIBILITIES:

- Serves as departmental office manager and works with Chair and other senior clerical staff with the delegation of office related duties, and to supervise and train part-time hourly and student workers.
- Assumes responsibility for department budget administration assists Chair with yearly budget preparation, maintains and reconcile departmental budgets process, initiates budgetary forms such as check requests, purchase orders, budget transfers, capital budget, and timesheets for student workers, etc.
- Maintains forms and procedures for new staff and trainee orientation. (I-9 Certifier)
- Initiates and assist all orders for software and classroom supplies for all faculty.
- Assists in Maintaining and updating the Departmental website.
- Assists with the processing of adjunct contracts and faculty stipend payments.
- Collaborates with senior office staff to coordinate and oversees day and evening special events, seminars, talks/lectures at both campuses.
- Coordinates classroom schedules and course inventory.
- Assists with data for the departmental annual report and the Faculty Activity Report;
- Assists in the preparation and design of promotional materials (e.g., flyers advertising a new course or program) and distribute the materials for graduate and undergraduate programs including promotional mailings to local high schools, colleges, and businesses.
- Works closely with Director of Graduate Studies and GSAS on matters pertaining to the current and future graduate programs.
- Helps evaluate metrics and program assessment of degree programs and other department initiatives.
- Helps manages graduate admissions process through the SLATE application system.
- Serves as primary or co-liaison with Academic Records, the Office of Payroll, Accounts Payable, Provost Office staff, GSAS staff, and Campus Operations/Facilities.
- Handles ad hoc projects and trouble shoots issues as they arise.
- Works with Chair and senior clerical staff to determine Department office space assignments and needs.
- Prepares and maintains faculty Teaching Credit Report (thesis mentor and tutorial course reductions, etc.)
- Maintains schedules for full-time faculty for reappointment, tenure, promotions, and contract renewals.
- Works with Chair or Associate Chairs on Summer Session scheduling (undergrad).
- Works with Chair or Associate Chairs to oversee undergrad tutoring program.
QUALIFICATIONS:

- Bachelor’s Degree preferred; or in lieu of the degree, minimum four (4) years’ relevant experience.
- Minimum three (3) years’ previous administrative experience, preferably in a fast paced academic or professional setting.
- Proficiency in Microsoft Office Suite and Banner preferred. Proficiency or willingness to learn website management platforms including JADU and Terminal Four.
- Independent, proactive approach to responsibilities, planning, and project and event management. Ability to take initiative.
- Excellent relational skills, a collegial disposition, ability to work collaboratively with staff and supervisors
- Excellent writing, speaking, and organizational skills; attention to detail and accuracy.
- Excellent judgment, diplomacy, and discretion necessary in handling confidential and/or sensitive materials.
- Knowledge of and commitment to the Jesuit mission in higher education.
- Mandatory competency testing

SALARY:       Commensurate with experience

FLSA CATEGORY: Exempt

START DATE:   ASAP

SEND LETTER AND RESUME TO: hr@fordham.edu

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