PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Office Assistant*
Liberty Partnerships Program (LPP)

(Part-Time/Non-Benefited; 19 hours per week)

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

DEPARTMENT: Graduate School of Social Service
Rose Hill

POSITION SUMMARY:
The Liberty Partnerships Program Office Assistant performs a wide range of administrative and office support for the organization. In addition, the Office Assistant ensures that all required electronic documents such as attendance, report cards, program service hours and other essential documents are received, organized, and accurately reported for New York State Education grant reports.

RESPONSIBILITIES:
• Responsible for maintaining LPP database, keeping track of student participation hours, data collection; assisting the LPP administrators, faculty and volunteers as needed
• Keeps administration informed by preparing reports on database and problems as they arise
• Reviews and ensures the quality of the data for interim and final reports
• Responsible for general office duties such as; answering & directing phone calls, filing documentation, making copies, mailing correspondences, checking emails and voice mails, ordering office supplies, assisting visitors, scheduling appointments, etc.
• Assists with preparation for LPP orientations for MSW interns, new LPP students, parent meetings, etc.
• Assists Director with making appointments and monitoring online calendars
• Checks the main LPP account and forward emails to appropriate staff
• Submits interoffice forms to respective departments such as: procurement, accounts payable, duplicating, etc.
• Assists with the distribution and processing of new hire forms for seasonal staff
• Reserves on campus space for various events and on-going workshops
• Design, implement, & maintain ongoing newsletter for students and parents
• Performs other related duties as assigned

QUALIFICATIONS:
• High School Diploma or equivalent required; currently enrolled in undergraduate or Master’s program or recent college graduate
• Proficiency in basic computer functions, including Word, Excel (Advanced Proficiency Required), PowerPoint, Google functions (Gmail & Google Drive)
• Excellent interpersonal communication skills in person, on the phone & via email
• Spanish speaking helpful but not required
• Reliable, self-starter, and professional team player

SALARY: Hourly Rate
Commensurate with experience.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO:
Diane Ode, MSW, LSW
Program Director, Liberty Partnerships Program
dode@fordham.edu

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