



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A08895

Date: 09.28.21

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Administrative Assistant

DEPARTMENT:

**Office of the Chief Diversity Officer (CDO)
Rose Hill**

POSITION SUMMARY:

This position provides executive administrative support to Fordham University's Chief Diversity Officer (CDO)/Special Assistant to the President for Diversity/Associate Vice President for Academic Affairs; and the Assistant Director for Equity & Inclusion.

RESPONSIBILITIES:

- Performs complex administrative duties to support the Special Assistant to the President for Diversity, Chief Diversity Officer, and Associate Vice President for Academic Affairs (CDO). Manages the day-to-day operations of the office.
- Assists the CDO with timely management of all communications and scheduling. This includes, but is not limited to, letters, emails, phone calls, and statements requiring interpretation and application of University policies. Manages the CDO's calendar and correspondence. Arranges travel plans and itineraries for the CDO and the Assistant Director for Equity & Inclusion.
- Manages the office budget, including developing and coordinating office grants, facilitating payment of invited speakers, student and staff reimbursements, payments to vendors, and tracking budget. Provides quarterly budget reports to the Chief Diversity Officer.
- Collects background material and research as needed for meetings, conferences, presentations, and other tasks critical for the functioning of the office. Creates slide decks, handouts, and other presentation materials for the CDO, as assigned.
- Plans and implements both small and large-scale events, often in collaboration with other departments and offices across the University and the local community. Assists with planning and coordination for trainings and retreats as well as forums and events developed/sponsored by the office and our partners.
- Coordinates, monitors, collects, and creates content for the office website and other office communications. Ensures accuracy of information.
- Working with the Assistant Director for Equity & Inclusion, develops creative digital and social media marketing and engagement strategies.
- Coordinates needs assessment and data analysis; develops marketing strategies for new and on-going programs. Assists with data collection and synthesis for end of year reports.
- Supervises student workers, including tracking work hours, assigning work, approving time sheets, and hiring and training new student workers.
- Works on special projects, as assigned by the CDO.

QUALIFICATIONS:

- Bachelor's Degree required, Master's Degree in higher education, sociology, counseling, business administration or related field preferred.
- Minimum of 3-5 years administrative experience, preferably in a fast-paced academic setting working with students, faculty, alumni, and administrators at all levels.
- Proficiency in Microsoft Word, Excel, Banner, presentation software, website design/maintenance, social media.
- Proactive approach to responsibilities, planning and project management. Ability to take initiative.
- Excellent written, speaking, and organizational skills; demonstrated ability to work both independently and with a team in an office environment where multitasking and high attention to detail are essential.
- Excellent judgment, diplomacy, and discretion necessary in handling confidential and/or sensitive materials.
- Knowledge of and experience in the work of diversity, equity, and inclusion in the context of higher education.
- High-level ability to work effectively with a broad range of campus stakeholders and members of the local community.
- Fluency and literacy in a second language and/or culture(s) is a plus.
- Familiarity with the New York City area and its neighborhoods is a plus.

SALARY:

Commensurate with experience

FLSA CATEGORY:

Exempt

START DATE:

ASAP

SEND LETTER AND RESUME TO:

**Kendra Dunbar
Office of the CDO**

chiefdiversityofficer@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*