PART-TIME POSITION ANNOUNCEMENT

| TITLE OF POSITION/RANK: | Station Assistant  
| (Part-Time/Non-Benefited;  
| 19 hours per week)  
| Fall and Spring Semesters |

| DEPARTMENT: | Louis Calder Center  
| Armonk, New York |

**RESPONSIBILITIES:**
- Assist with general filing, faxing, coping, and shredding.
- Receive and process incoming and outgoing mail.
- Operate office machines, copiers. Organize office, lab, and station supplies.
- Run errands and perform additional duties as assigned.
- Must be able to lift at least 40 lbs.
- Must be well-organized and able to work independently.
- Reports to the Assistant Director.

**QUALIFICATIONS:**
- High School diploma or equivalent required.
- Attention to detail
- Strong communication and organizational skills.
- Able to work quickly and consistently.

**TRANSPORTATION:**
Fordham University Ram Van Shuttle Service is available Weekdays (3 times a day)

**SALARY:**  
Hourly Rate  
Commensurate with experience.

**FLSA CATEGORY:**  
Non-exempt

**START DATE:**  
ASAP  
Fall and Spring Semesters

**SEND LETTER AND RESUME TO:**  
aperrone@fordham.edu  
Ms. Alissa Perrone  
Fordham University Louis Calder Center  
31 Whippoorwill Road  
Armonk, NY 10504

_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_