PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Administrative Manager for Housing Operations*
*(Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT: Office of Residential Life
Rose Hill

RESPONSIBILITIES:

Administrative Responsibilities
● Assists in the openings and closings of the residence halls in the Fall, at University breaks, and in the Spring.
○ Assists in the coordination of schedules and deadlines for students and staff.
○ Is present before and during all openings and closings to ensure a smooth process and handle concerns as they arise.
○ Coordinates and tracks the distribution and return of student keys.
○ Other duties as assigned.
● Coordinates lock changes, works with the Locksmith in Facilities, and bills students for lock changes when necessary.
● Monitors the efforts of the Resident Directors to inspect and assess the community areas in the residence halls, ensures bi-weekly inspections and work orders are properly relayed to the Offices of Campus Operations, Facilities Operations, and IT.

Summer Conference Responsibilities
● Manages the activities and efforts of the Summer Conference Office
○ Coordinates the Summer Conference Schedule
○ Hires and supervises Summer Conference Staff
● Assists the Assistant Director of Residential Life for Housing Operations and the Office of Alumni Relations with all preparations for Jubilee Reunion Weekend.
● Collaborates with Campus Operations and Facilities Operations throughout the summer to accommodate Summer Conferences.
● Assists in preparing for early arrival students, including athletes, club leaders, pre-orientation programs, and individual requests.

Student- and Staff-Related Responsibilities
● Assists in training the Resident Directors and Resident Assistants in all areas of Housing Operations.
● Responds to inquiries and problems of all staff members in a timely and conscientious manner.
● Establishes rapport with all relevant offices to ease communication and system improvement, including Facilities Operations, Campus Operations, Public Safety, Student Accounts, Fordham IT, etc.
● Responds to billing inquiries and concerns of both students and parents, working in conjunction with necessary staff members to rectify errors and clarify procedures.

Office-Related Responsibilities
● Represents the Office of Residential Life as an administrator at University functions as needed, including Open Houses, Senior Night dances, Homecoming, Spring Weekend, Senior Week, etc.
● Coordinates office communication as needed through office publications, administrative calendars, etc.
● Because of the live-in nature of this position, the Administrative Manager will conduct themselves as a role model and a professional at all times.
● Serves as an Administrative Support Person (ASP) reporting to the Assistant Dean and Associate Director of Student Conduct in sexual misconduct cases

QUALIFICATIONS:
● Bachelor's Degree required. Pursuit of a graduate degree is preferred.
● Excellent communications skills and the ability to prioritize and meet deadlines.
● Leadership or supervisory experience.
● Organizational ability.

SALARY:
On-Campus Apartment
18 Credits of Tuition Remission $21,000 annual stipend
($9,000 from Univ. Conference Services, $12,000 from ORL)
$600 meal credit per semester

FLSA CATEGORY: Exempt

START DATE: TBA/ASAP

SEND LETTER AND RESUME TO: Nicole Vaughan; nvaughan4@fordham.edu

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