PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Graduate Intern for Budget & Operations*

*Part-Time/Non-Benefited; 19 hours per week

DEPARTMENT: Office for Student Involvement
Rose Hill

RESPONSIBILITIES:
• Assist with managing departmental budgets and tracking expenditures.
• Manage student clubs and organizations’ expenditures and fundraisers within the University Tickets platform.
• Maintain a digital purchase inventory for all large student club expenditures.
• Reconcile departmental payments via American Express credit cards and check requests.
• Communicate with other departments about the processing of payments and transfers.
• Update departmental web pages when necessary.
• Support programs hosted by all areas of the Office for Student Involvement as needed (occasional evening work).
• Perform other duties and special projects as requested by the Assistant Dean for Student Involvement.

QUALIFICATIONS:
• Bachelor’s Degree required; must be enrolled in a Master’s Degree program for the current semester.
• An accounting or finance background preferred, experience in higher education a plus.
• Expertise in SalesForce, University Tickets, and Chrome River is highly valued.
• Excellent attention to detail while managing multiple tasks.
• Strong written and oral communication skills.

SALARY: Hourly Rate
Commensurate with experience.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Office for Student Involvement
involvementrh@fordham.edu

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