ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Office Coordinator

DEPARTMENT: WFUV Radio
Rose Hill Campus

POSITION SUMMARY:
WFUV, Fordham University’s premier media outlet is celebrating 75 years of public service and seeking a dynamic and humble professional to enhance our team. WFUV is dedicated to building a culturally and ethnically diverse staff and committed to creating a work environment that promotes racial equity, inclusivity and belonging. We believe attracting and retaining a diverse staff is crucial to serving our community and fulfilling our mission.

Reporting to the Director of Finance, the Office Coordinator plays a pivotal role in managing the station’s day-to-day financial and facilities operations. The ideal candidate promotes a positive and professional atmosphere while exercising diplomacy in dealing with a vast array of constituents. Must possess superior internal relations, strong written and verbal communication, organizational, and administrative skills, while balancing multiple priorities in a fast-paced environment.

The role provides excellent benefits including educational, health, and retirement.

RESPONSIBILITIES:
• Provides support to the Director Finance and manages the day-to-day financial and office operations
• Compiles documentation for the station’s periodic internal and external audits
• Oversees the recruitment, on-boarding, and management of the part-time and student employees
• Manages annual filings (FCC, EEO, CPB)
• Problem solving, project planning and management, development and execution of goals and objectives as determined by the Director of Finance
• Implements policies and procedures to streamline and drive cost savings and improvements
• Creates and manages an electronic supply inventory system
• Occasional night and weekend availability required
• Performs other responsibilities as needed

QUALIFICATIONS:
• High School Diploma or equivalent required; Bachelor’s Degree preferred
• Minimum three (3) years’ experience as an administrative professional
• Proficient in MS Office and G-Suite applications
• Detail oriented with a proven record of accuracy and seeing projects through to fruition
• Strong analytical and problem-solving skills
• Excellent organizational and time management skills
• Excellent communication skills; verbal, written, and interpersonal
• Motivated self-starter, collaborator, and team player with superior customer-service skills
• Reliable, proven team-player with a positive attitude, and solution-oriented demeanor
• Strong sense of integrity with the ability to handle confidential and sensitive information with discretion

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: jobs@wfuv.org

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