PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:                  Conference Assistant*
*(Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT:                          School of Law
                                        Lincoln Center Campus

POSITION SUMMARY:
The successful candidate will be a productive problem solver with a positive, upbeat attitude, and exemplary customer service skills. This is a part-time, non-benefitted position that may work up to 19 hours per week Monday through Friday during the afternoon shifts. (9:00 am – 5:00 pm, 10:00 am – 6:00 pm, or 11:00 am – 7:00 pm)

RESPONSIBILITIES:
• Schedules facility reservations in accordance with established policies and procedures
• Coordinates communication of event logistics including room setups, AV services, etc.
• Provides support for events (Examples include preparing name tags and creating posters, setting up and staff check-in desk, preparing certificates of attendance and additional event related tasks)
• Assists with complex event preparation
• Manages special projects assigned by Director
• Performs other duties assigned

QUALIFICATIONS:
• Bachelor’s degree with 1-2 years related experience or high school diploma with 3-5 years relevant work experience preferred
• Detail oriented and organized
• Able to understand and implement complex reservation policies
• Self-starter who is able to work in a busy office and complete concurrent projects on varying deadlines
• Cooperative and professional with excellent interpersonal skills; works well independently and is a team player
• Strong computer skills including Microsoft Office Suite required; ability to learn new applications essential
• Must develop proficiency in 25Live Pro by conclusion of probation period conclusion (will train)
• Ability to work early mornings, evenings, and minimal weekends for events

SALARY:
Hourly Rate
Commensurate with experience.

FLSA CATEGORY:                  Non-exempt

START DATE:                             ASAP

SEND LETTER AND RESUME TO:
Shanelle Holley
Director, Office of Public Programs
Fordham Law School
Sholley@law.fordham.edu

No phone calls, please.

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