PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:       Office Assistant (Part-Time/Non-Benefited)
                              (6-8 hours/week through early to mid-December;
                              Maximum 19 hours per week)

DEPARTMENT:                        Institutional Research and Assessment
                                Office of the Provost, Rose Hill

POSITION SUMMARY:
Fordham University seeks a conscientious, detail-oriented Office Assistant to join the Office of Institutional Research and Assessment. The Office is responsible for extracting information from databases, reviewing data quality, and providing high quality analyses and reports to the University community and outside organizations, including IPEDS, NYSED, MSCHE, bond rating agencies, and college guides. The Office also supports operational and strategic planning and the assessment of student learning and institutional effectiveness.

RESPONSIBILITIES:
• Assist in the collection, organization, and entry of data for First Destination Survey.
• Assist in updating and assuring the accuracy of the Fordham Fact Book and fact sheet.
• Complete other tasks as assigned.

QUALIFICATIONS:
• High School Diploma or equivalent
• Intermediate to advanced knowledge of MS Excel (e.g., ability to use formulas, format tables)
• Detail oriented
• Committed to accuracy in all tasks

SALARY:                       Hourly Rate
                                Commensurate with experience.

FLSA CATEGORY:                Non-exempt

START DATE:                   ASAP

SEND LETTER AND RESUME TO:    oira@fordham.edu

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