



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: H05370

Date: 10.31.22

PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Office Assistant*
Liberty Partnerships Program (LPP)

(Part-Time/Non-Benefited; 18 hours per week)
Maximum 19 hours per week

*This is a grant-funded position.
Continuation is contingent upon grant funding.

DEPARTMENT:

Graduate School of Social Service
Rose Hill

POSITION SUMMARY:

The Liberty Partnerships Program Office Assistant performs a wide range of administrative and office support for the organization. In addition, the Office Assistant ensures that all required electronic documents such as attendance, report cards, program service hours and other essential documents are received, organized, and accurately reported for New York State Education grant reports.

RESPONSIBILITIES:

QUALIFICATIONS:

- High School Diploma or equivalent required; currently enrolled in undergraduate or Master's program or recent college graduate
- Proficiency in basic computer functions, including Word, Excel (Advanced Proficiency Required), PowerPoint, Google functions (Gmail & Google Drive)
- Excellent interpersonal communication skills in person, on the phone & via email
- Spanish speaking helpful but not required
- Reliable, self-starter, and professional team player

SALARY:

Minimum Salary: \$22/Hr.
Maximum Salary: \$22/Hr.

NOTE:

Salary is commensurate with experience, qualifications, and skills.

FLSA CATEGORY:

Non-exempt

START DATE:

ASAP

SEND LETTER AND RESUME TO:

Jackeyssi Benitez, LMSW
Interim Director, Liberty Partnerships Program\
Jbenitez13@fordham.edu



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