TITLE OF POSITION/RANK: Program Administrator, Carnegie Corporation Project
DEPARTMENT: Law School, Lincoln Center

RESPONSIBILITIES:
- Reports to the Director of the Center for National Security.
- Administers and fulfills the needs of the CNS’ Carnegie Corporation Project: *Global Summit on Proxy Violence in the Arab Region and Beyond*.
- Manages and executes all logistical details associated with the workshops and Global Summit.
- Selects venues and catering for all events including the Global Summit.
- Manages travel and lodging for guests.
- Manages the budget for the project including the recording, processing and maintenance of financial records.
- Ensures the appropriate compilation, printing and distribution of the policy paper or report the Summit produces.
- Researches, prepares, edits, formats and distributes documents such as reports, memos, news releases etc. related to the grant.
- Assists with the management of budgets and the outreach and development of additional funding sources for the Center.

QUALIFICATIONS:
- Bachelor’s Degree required;
- The position calls for a self-starter able to handle numerous tasks simultaneously who can work independently as well as function as a member of a team;
- Excellent writing, editing, organizational and communication skills;
- One year experience with research, outreach to media, design, or content management systems are especially encouraged to apply;

SALARY: Commensurate with experience

START DATE: ASAP

SEND LETTER, RESUME TO: Darin Neely
Assistant Dean, Administration
dneely@law.fordham.edu
Please, no phone calls.

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer.*