



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: H07700

Date: 03.14.23

PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Conference Assistant*

***This a gift-funded position.**

Continuation is contingent on additional funding.

(Part-Time/Non-Benefited;

Maximum of 19 hours per week)

DEPARTMENT:

Law School, Lincoln Center

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 shift (9-5 p.m., 10-6 p.m. or 11-7 p.m.)

ESSENTIAL FUNCTIONS:

- 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 (e.g., prepares name tags and creates posters, performs setup and staff check-in desk, prepares certificates of attendance and additional event related tasks)
- Assists with complex event preparation
- Manages special projects assigned by Director
- Performs other duties assigned

REQUIRED QUALIFICATIONS:

- High School Diploma or equivalent required. Bachelor's Degree preferred.
- 3-5 years relevant work experience
- 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)
- 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
- Ability to work early mornings, evenings, and minimal weekends for events

SALARY:

Minimum Salary Range: \$15.00/Hr.

Maximum Salary Range: \$18.00/Hr.

NOTE:

Salary is commensurate with experience, qualifications, and skills.

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 calls, please.

*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*