PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Office Assistant*  
Liberty Partnerships Program (LPP)  

(Part-Time/non-benefited; 18 hours per week)  

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

DEPARTMENT: Graduate School of Education  
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:
• Collects, reviews, and ensures the quality of the student data for LPP’s interim and final reports  
• Responsible for the maintenance of LPP’s office equipment by ensuring supplies are ordered in a timely manner and contacting the Information Technology department as needed  
• Checks the main LPP account and forward emails to appropriate staff  
• Submits interoffice forms to respective departments such as; procurement, accounts payable, duplicating, etc.  
• Assists with the distribution and processing of new hire forms for seasonal staff  
• Reserves on campus space for various events and on-going workshops  
• Designs, Implements, and maintains ongoing newsletter for students and parents  
• Maintains LPP social media account  
• Responsible for general office duties such as; answering & directing phone calls, filing documentation, making copies, mailing correspondences, checking emails and voice mails, ordering office supplies, assisting visitors, scheduling appointments, etc.  
• Assists with preparation for LPP orientations for new LPP students, parent meetings and MSW interns, etc.  
• Performs other related duties as assigned

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: $25/Hr.  
Maximum Salary: $25/Hr.

NOTE: Salary is commensurate with experience, qualifications, and skills.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO:
Jackeysi Benitez, LMSW  
Program Director, Liberty Partnerships Program\  
Jbenitez13@fordham.edu

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