



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: H08030

Date: 02.12.24

PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Office Assistant*

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

DEPARTMENT:

WFUV

CAMPUS:

Rose Hill

POSITION SUMMARY:

The Office Assistant works with the Office Manager to staff and maintain the station's day-to-day front desk needs. This is a 19 hour per week, part-time position which requires being on site at WFUV's facilities.

ESSENTIAL FUNCTIONS:

- Answers phones, welcomes, and checks in guests
- Answers inquiries from staff, students, artists, Fordham departments and others, as required
- Manages multiple email inboxes to ensure that all inquiries are routed to appropriate station personnel for response
- Prepares check requests and purchase orders for invoices
- Maintains payment records
- Stocks kitchen and mail/copy center on a daily basis
- Manages the supplies and inventory database
- Sorts and manages incoming and outgoing mail in a timely fashion
- Assists Office Manager in managing student payroll
- Assists department heads as required
- Coordinates with department Directors on student staff recruitment
- Provides support for day-to-day office operations
- Assists in planning various station events
- Performs other responsibilities as needed

REQUIRED QUALIFICATIONS:

- High School Diploma or equivalent required; Bachelor's Degree preferred
- Proficiency in Microsoft Suite and Google Suite
- Proficiency in Adobe Acrobat preferred
- Ability to handle and maintain confidentiality
- Strong communication and interpersonal skills
- Flexibility and the ability to prioritize tasks as they come in
- Attention to detail and follow-through
- Ability to work well with professional staff and student staff
- Ability to accept supervision

SALARY:

Minimum Starting Salary: \$25.00 per Hour
Maximum Starting Salary: \$25:00 per Hour

NOTE:

Salary is commensurate with experience, qualifications, and skills.

FLSA CATEGORY:

Non-exempt

START DATE:

ASAP

SEND LETTER AND RESUME TO:

athapa@wfuv.org

*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*