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

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