PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Programs Coordinator*
Part-Time/Non-Benefited; 10 hours per week; Maximum 19 hours per week

DEPARTMENT: Institute of International Humanitarian Affairs

CAMPUS: Lincoln Center

POSITION SUMMARY:
Reporting directly to the Executive Director, the Programs Coordinator provides dynamic financial, research, and academic program administration for the Institute. The Programs Coordinator is a critical member of our New York based team, working with the Executive Director, Communications Officer, faculty, students, interns, and research fellows.

ESSENTIAL FUNCTIONS:
The Programs Coordinator’s primary duties include, but are not limited to:

- Serves as lead administrative focal point on Institute budget and financial issues.
  - Coordinates and processes all Institute budget accounts
  - Interacts regularly with Fordham University administration and supports units to manage admission, registration, billing, IT, and other related matters.
  - Conducts daily budgeting and accounting operations for the Institute’s grants, programs, and projects both domestically and internationally.
  - Collaborates with the Executive Director on grant and partnership proposals with foundations, international nongovernmental organizations, UN agencies, and academic institutions domestically and internationally.

- Manages the administrative oversight of the Institute’s national and global humanitarian research, educational, and training programs.
  - Collaborates with Institute staff and University personnel to develop strategic admissions and enrollment goal planning and implementation.
  - Serves as the primary liaison for two Institute Master’s level academic programs, the International Diploma program, and non-credit programs.
  - Provides vital support to the programs as a member of the admissions committee, advises prospective students, and supports through Fordham’s Office of International Services international student visa requirements.
  - Maintains student records and course materials and serves as the Institute’s key liaison with the Graduate School of Arts and Sciences, Enrollment Services, Student Accounts, and affiliated faculty.
  - Manages administrative and logistical oversight for international course venues and external vendors to deliver humanitarian training programs successfully and seamlessly.
  - Performs other responsibilities, as needed, including, but not limited to, managing supplies, managing the Institute’s corporate email accounts, coordinating computer acquisitions and replacements, and space allocation.

QUALIFICATIONS:
- Bachelor’s degree
- Minimum five years of demonstrated executive/administrative management experience, or equivalent combination of education and experience
- High level of proficiency in all Microsoft Office Programs - Word, Excel, PowerPoint
- Working knowledge and familiarity of finance and budget management; QuickBooks experience a plus
- Interest and knowledge of current political events and major actors in the field of humanitarian relief and response.
- Potential for international travel
- Excellent organizational skills and attention to detail
- Strong interpersonal and problem-solving skills
- Ability to work independently and as part of a team on concurrent projects
- Ability to effectively multitask and prioritize

SALARY:
Minimum Starting Salary: $25.00/Hour
Maximum Starting Salary: $25.00/Hour
Salary is commensurate with experience, qualifications, and skills.

FLSA CATEGORY:
Non-exempt

START DATE:
November 1, 2023

SEND LETTER AND RESUME TO:
Brendan Cahill, Executive Director
Institute of International Humanitarian Affairs
liha@fordham.edu

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Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories