ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE: Manager of Graduate Enrichment Programs

DEPARTMENT: Gabelli School of Business

OVERVIEW: Reporting to the Associate Dean of Graduate Studies, this full-time position plays a critical role in managing the logistics, communications, and finances for the Gabelli School’s Graduate Enrichment Programs. This individual will also provide daily administrative support to the Associate Dean of Graduate Studies.

RESPONSIBILITIES:

- Partner with the Associate Dean to formulate budgets and execution plans for all of the enrichment programs on an annual basis.
- Manage the lifespan of itemized budgets for all enrichment programs. Interface with key stakeholders on budgetary issues. Produce ongoing financial reports to keep stakeholders informed about potential savings and/or overruns.
- Manage the lifespan of execution plans for all enrichment programs. Interface with key stakeholders to accomplish key tasks and deliverables. Produce ongoing reports to keep critical stakeholders informed about progress, obstacles, and challenges.
- Recruit, hire, train, and supervise a team of rotating graduate students to provide administrative support for all enrichment programs. Provide ongoing performance feedback and coaching.
- Recruit, hire, train, and supervise a team of facilitators, consultants, and vendors who will help execute key components of the enrichment programs. Provide ongoing performance feedback and coaching when needed.
- Provide daily administrative support to the Associate Dean including but limited to meeting and event coordination, email and phone correspondence, and material preparation.

QUALIFICATIONS:

- Bachelor’s degree with 4-7 years of professional experience in event planning.
- A professional demeanor, strong organizational and project-management skills, attention to detail, ability to work under pressure in a fast-paced environment, flexibility, ability to analyze and interpret data, ability to work both independently and as a team, and an understanding of using metrics to drive performance.
- Excellent organizational skills and mastery of standard office productivity systems (Word, Excel, PowerPoint, Outlook, Access).
- Strong interpersonal and communication (verbal/written) skills, especially a fluency in collaborating with stakeholders at all levels and handling sensitive/confidential situations with diplomacy.
- The ability to work occasional evenings and weekends.

Start Date: ASAP
FLSA CATEGORY: Exempt
Salary: Commensurate with experience
Send resume and cover letter to: Travis Russ, russ@fordham.edu

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