ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Alumni Relations Officer

DEPARTMENT: Development and University Relations (DAUR), Lincoln Center

Reporting to the Senior Director of Strategic Initiatives and working closely with the Associate Director for New York City Programming and the Assistant Director for Young Alumni and Student Engagement, the Alumni Relations Officer will work to engage our 175,000+ alumni around the globe and help facilitate meaningful connections between them and the university.

RESPONSIBILITIES:

● Support Assistant Director for New York City Programming with event logistics, board meeting preparations, and administrative tasks
● Support Assistant Director for Young Alumni and Student Engagement by identifying new and creative ways to engage students throughout their four years, working to ensure a smooth transition from student to grad, collaborating with the Fordham Fund to increase student education about philanthropy, attending student club meetings and events, acting as a resource for club leaders and student volunteers, and assisting with young alumni events and activities that also involve students
● Assist Program Manager with miscellaneous duties as assigned (e.g. phones, emails, filing, etc.)
● Serve as lead designer for event registration pages and calendar listings
● Assist with the creation and scheduling of email communications
● Participate in advancement activities and events including dinners, receptions, committee meetings, etc.

QUALIFICATIONS:

● A bachelor’s degree is required, as is at least two years of experience in an office setting
● Ability to effectively communicate both in writing and orally with various audiences
● Curiosity and analytical thinking skills; complex problem solving skills; ability to organize, prioritize, and complete multiple projects simultaneously with close attention to detail; ability to meet deadlines and work in a fast-paced environment
● Ability to foster strong collaborative relationships at all levels of a complex organization, professionally interacting with all levels of students, staff, faculty, and outside groups
● Ability to work collaboratively with colleagues in a team environment; ability and willingness to quickly learn the University's history, mission, demographics, faculty, current programs, and departments, and culture
● Comfort with using personal computers, tablets, and software programs for retrieving, organizing, researching, and presenting appropriate alumni information
● Proficiency with MS Office Suite and aptitude for learning new software and/or programs
● Willingness to work some evenings and weekends

START DATE: 10/29/18
FLSA CATEGORY: Exempt
SALARY: Commensurate with experience.
SEND LETTER & RESUME: Sara Hunt Munoz, Senior Director of Strategic Initiatives, shunt@fordham.edu

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