ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Operations Assistant

DEPARTMENT: Department of University Transportation (All campuses)

RESPONSIBILITIES:
- Reports to Director and Assistant Director of Intercampus Transportation
- Primary responsibility is the coordination of all operations of our intercampus shuttle
- Oversee scheduling, billing, and performance of chartered trip service averaging over 2k trips per year
- Assist the Director in management of all operations including payroll, ticket sales, dispatching, pass distribution, scheduling, budget preparation, etc.
- Assists the Director in preparing quarterly and annual reports, and department presentations.
- Represents the office to, and interacts with, senior administrators, faculty, staff, students, alumni and trustees, as well as distinguished individuals outside the University
- Responds to and oversees operational emergencies such as vehicular accidents during non-standard hours
- Individual will be involved in related student training initiatives
- Manages assigned budgets, reconciles accounts, and maintains office supplies
- Trains both written and road test on the safe operation of a 15-passenger van
- Performs general office management responsibilities, including but not limited to: determining daily operational priorities; arranging meetings; onboarding new student staff
- Will be required to work variable hours, including early morning, late-night or weekends

QUALIFICATIONS:
- A Bachelor’s Degree is required; relevant graduate work is a plus.
- Minimally one year experience in transportation operations, fleet management or logistics is required.
- Must be tactful and enjoy working closely with students. Good interpersonal skills are essential.
- Requires excellent judgment, diplomacy, and discretion necessary in handling confidential and/or sensitive materials.
- Strong organizational skills; attention to detail and accuracy; excellent communication skills (oral and written); excellent editing and proofreading skills; strong work ethic and dependability required.
- Ability to establish priorities, work well under pressure, work on numerous projects at once, anticipate schedule demands and meet deadlines.
- Strong knowledge of Microsoft Office suite of applications (Word, PowerPoint, Excel, and Access), Google G-Suite Apps (Docs, Sheets, and Drive), and cloud based CRMs. Web Design capabilities a plus.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

STARTING DATE: ASAP

SEND RESUME/Cover Letter TO: Mr. Mike Dugan
                             Director, University Transportation
                             441 East Fordham Road, Regional Garage 101
                             Bronx, NY 10458
                             Email: mdugan@fordham.edu

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