POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Office Assistant – Part-Time
(19 Hours per Week – Non-Benefited Postion), Grant Funded

DEPARTMENT: Graduate School of Social Service,
Ravazzin Center on Aging and Intergenerational Studies,
Westchester Campus

RESPONSIBILITIES:
- Preparation of check requests, purchase orders, and travel reimbursement.
- Maintaining grant calendar and schedules.
- Communicating with all grant project team members regarding schedules, meetings, including making appointments and coordinating events and trainings.
- Working with outside vendors and obtaining proper tax documentation for payment and related documents for accounts payable.
- Reviewing budgets and assisting with tracking of budgets and expenditures.
- Updating Excel workbooks for specific budgets and follow-up.
- Responsible for working on reports, formatting reports, and presentations, as well as other data projects.
- Proofing data in databases.
- Assisting with special projects as requested by the Chair and Director of the Ravazzin Center.
- Other related duties as assigned.

QUALIFICATIONS:
- HS Diploma required.
- Experience with Microsoft Word, Excel, and Power Point.
- Strong organizational skills with one year experience
- Must adhere to ethical standards and confidentiality for work with sensitive data.
- Experience with data and data entry is preferred.
- Strong communication skills.

SALARY: Commensurate with experience.

FLSA CATEGORY: Non-Exempt

START DATE: As soon as possible

SEND LETTER, RESUME TO: Dr. Janna Heyman, Professor and Endowed Chair
heyman@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories.