POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Office Assistant
(18 Hours per week/ 3 days per week)
Grant-Funded

DEPARTMENT: Liberty Partnership Program, GSS

RESPONSIBILITIES:
- Maintains LPP database, keeping track of student participation hours, data collection; assists the LPP administrators, faculty and volunteers as needed
- Keeps administration informed by preparing reports on database and problems
- Reviews and ensures the quality of the data for interim and final reports
- Performs general office duties such as; answering & directing phone calls, filing documentation, making copies, mailing correspondences, checking emails and voice mails, ordering office supplies, assisting visitors, scheduling appointments, etc.
- Assists with preparation for LPP orientations for MSW interns, new LPP students, parent meetings, etc.
- Assists Director with making appointments and monitoring online calendars
- Checks the main LPP account and forward emails to appropriate staff
- Submits interoffice forms to respective departments such as; procurement, accounts payable, duplicating, etc.
- Assists with the distribution and processing of new hire forms for seasonal staff
- Reserves on campus space for various events and on-going workshops
- Designs, implements, & maintains ongoing newsletter for students and parents
- Performs other related duties as assigned

Qualifications
- One year experience
- High School Diploma; currently enrolled in undergraduate or Master’s program or recent college graduate
- Proficiency in basic computer functions, including Word, Excel, PowerPoint, Google functions (Gmail & Google Drive)
- Excellent interpersonal communication skills in person, on the phone & via email
- Spanish speaking helpful but not required
- Reliable, self-starter, and professional team player

Start Date: ASAP

SALARY: Hourly Rate

FLSA CATEGORY: Non-exempt

SEND LETTER AND RESUMES TO: dode@fordham.edu

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