Position: H03475

POSITION ANNOUNCEMENT

Date: 5.6.19

TITLE OF POSITION/RANK: Research Support Staff
(Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT: Office of Research

The Research Support Staff position plays an integral role in supporting the Office of Research. The candidate needs to have a genuine interest in research administration, have excellent written and oral communication skills, and have experience with general clerical duties. This position will start as soon as possible and run throughout the academic year with possibility for reappointment in the following year. Training will be provided.

RESPONSIBILITIES:

- Organizes, maintains and updates essential office records and electronic files.
- Handles all initial telephone and email inquiries.
- Maintains complete accounting records for all paperwork; follows up and resolves accounts payable issues.
- Coordinates the implementation of Office of Research initiatives and awards, including identifying non-eligible applications, and provides guidance to faculty on procedures.
- Creates announcements and other communications as requested.
- Updates Office of Research website as needed.
- Completes special projects as assigned by Budgets & Operations manager and Chief Research Officer.
- Excellent judgment, diplomacy, and discretion necessary in handling confidential and/or sensitive materials.
- Meet occasionally with the Chief Research Officer at his Rose Hill office, as well as maintain regular contact through telephone and email correspondence.

QUALIFICATIONS:

- Independent, proactive approach to responsibilities, planning, and project management.
- Excellent writing, speaking, and organizational skills; attention to detail and accuracy.
- Proficiency in Microsoft Office Suite, especially Microsoft Excel, and Google apps.
- Previous experience working/interning in an office setting is preferred.
- The ideal candidate will possess a high degree of proficiency in MS Word, Excel, and Jadu.
- Must have excellent organizational skills and strong interpersonal skills.
- Demonstrated ability to multitask and complete projects with multiple and sometimes overlapping deadlines.

SALARY: Hourly rate

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND RESUME & CV: Office of Research
Budgets & Operations Manager & Research Initiatives Officer
Tihana Abiala at tsarlija@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.