ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Program Administrator

DEPARTMENT: Law School, Lincoln Center

RESPONSIBILITIES:
- Performs administrative and logistical tasks associated with all certificate programs, including securing space on campus, generating and disseminating promotional materials, updating visa paperwork, creating student records in Banner, and maintaining detailed revenue and expense reports.
- Assists in the administration of the Visiting Scholar and Research Fellow program.
- Provides support to the Assistant Dean for International and Non-JD programs, which includes organizing activities such as meetings, travel, conferences and department activities.
- Schedules and maintains calendar for Assistant Dean.
- Schedules the academic calendar’s sequence of academic enrichment and professional development events.
- Tracks degree students’ program completion and prepares and orders diplomas for Commencement.
- Builds and maintains online forms suite to track student registration, enrollment changes, and exit survey result.
- Monitors and maintains all project budgets and makes recommendations to the Assistant Dean regarding expenditures.
- Performs human resource duties for student workers, research assistants, and doctoral fellows.
- On a regular and continuous basis exercises administrative judgment and assumes responsibility for decisions, consequences, and results having an impact on customer service, costs and/or quality of service for international and non-JD programs.
- Acts as project manager for special projects at the request of the Assistant Dean.
- Coordinates office purchasing, records control, projects and budget accounting operations.

QUALIFICATIONS:
- Bachelor’s degree preferred.
- Administrative, bookkeeping/budgeting and event planning experience a plus.
- Excellent writing, proofreading and customer service skills.
- Strong organizational and communication skills.
- PC literate, demonstrates proficient skills in Microsoft Word, Excel and PowerPoint software, and database management skills.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Darin Neely
Assistant Dean, Office of Administration
Fordham University School of Law
dneely@law.fordham.edu

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