ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Office Manager

DEPARTMENT: WFUV, Rose Hill

RESPONSIBILITIES:
- Provides administrative support and manages the day-to-day office operations
- Problem solving, project planning and management, development and execution of goals and objectives as determined by the Director of Finance
- Manage student and part-time professional staff payroll
- Implement policies and procedures to streamline and drive cost savings and improvements
- Create and manage an electronic supply inventory system
- Coordinate with department Directors on student staff recruitment
- Recruit, train, and manage reception area staff
- Plan and arrange complex domestic and international travel
- Provide interdepartmental support on:
  - Membership drive planning, execution, and volunteer scheduling
  - Special Events, including fundraising events, dance parties, auctions, etc.
  - Special projects
  - Manage annual filings (FCC, EEO, CPB)
  - Maintain office tidiness
- Occasional night and weekend availability required
- Other responsibilities as needed

QUALIFICATIONS:
- Bachelor’s Degree preferred, relevant experience considered
- Minimum of 3 years as an administrative professional
- Motivated self-starter, collaborator and team player with superior customer-service skills
- Excellent communication skills; verbal, written, and interpersonal
- Reliable, proven team-player with a positive attitude, and solution oriented demeanor
- Strong sense of integrity with the ability to handle confidential and sensitive information with discretion
- Detail oriented with a proven record of accuracy and completion
- Strong analytical and problem solving skills
- Proficient in MS Office and G-Suite applications
- Excellent organizational and time management skills
- Effectively manage multiple tasks with competing deadlines

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: November 4, 2019

SEND LETTER AND RESUME TO: jobs@wfuv.org

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