ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Program Associate

DEPARTMENT
Graduate School of Social Service
Office of the Dean
Lincoln Center

POSITION SUMMARY:
The GSS Program Associate will provide administrative support to GSS Academic Affairs/Office of the Dean. The Program Associate will report directly to the Associate Dean for Academic Affairs.

RESPONSIBILITIES:
- Provide administrative support for a range of activities, policies and procedures executed by the Office of the Dean
- Assist with functions related to the recruitment, assignment, orientation, training and evaluation of faculty
- Assist in the development and maintenance of data/information systems and data integrity
- Assist in direct communications and preparation for events and activities as directed by the Office of the Dean
- Preparation of Academic Affairs materials, reports and presentations
- Perform other duties as needed

QUALIFICATIONS:
- Bachelor’s degree preferred
- 3-5 years of administrative experience preferred.
- Detail-oriented, with strong organizational and time management skills
- Exceptional interpersonal and relational skills
- Clear, professional, effective, and diplomatic written and oral communication skills
- Able to function independently as well as part of a team operating a complex environment.
- Able to adapt to changes in priorities, unexpected events or unanticipated demands
- Technical proficiency with higher education software (e.g. Banner) and applications such as Microsoft Office, Google products, Qualtrics, etc.
- Able to prioritize and execute on projects with minimal supervision
- Integrity, sound judgment, ethical decision-making and high confidentiality standards
- Able to work occasional evenings and weekends

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: jilee@fordham.edu

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