



FORDHAM PREP

Jesuit Education is Faith, Scholarship & Service

Administrative Assistant (Part-Time - 25-28 hours/week)

The Institution

Founded in 1841, Fordham Prep is a Catholic Jesuit college preparatory school for young men located on the Rose Hill Bronx campus adjacent to Fordham University in New York City. With approximately 950 students enrolled in grades 9-12, Fordham Prep draws young men of diverse backgrounds from throughout the boroughs of New York City and its surrounding suburbs. Fordham Prep's mission is to form leaders committed to faith, scholarship, and service through a college preparatory education in the Catholic Jesuit tradition.

The Position

Fordham Prep seeks a dynamic, experienced professional to serve as a part-time administrative assistant to provide support for the athletic department and other general administrative and clerical support as needed.

The primary responsibilities of the Administrative Assistant include, but are not limited to, the following:

- Maintaining directory of coaching staff with up to date contact information
- Tracking coach certifications and paperwork, including background checks, boundaries sign-off, and CPR/First Aid certifications
- Tracking student physicals on team rosters
- Tracking athlete fee payments and billing
- Assisting with uniform and clothing orders
- Booking hotels for team travel
- Booking buses and maintaining a transportation schedule
- Other general administrative and clerical support as needed/requested in a timely fashion

The ideal candidate demonstrates:

- a commitment to the principles and ideals of a Jesuit education as set forth in Fordham Prep's mission statement
- excellent written and oral communication skills
- advanced computer skills with proficiency in Microsoft Office and Google (calendar, email)
- a commitment to working as a member of a team - collegial approach to administration; able to work across office lines to achieve common goals
- telephone, listening and organizational skills; professionalism and courteousness ; a neat & well-groomed appearance
- 2-5 years of professional experience, with specific preference given to previous experience as a receptionist or administrative assistant in an office setting

- self-motivation and creativity, as well as task- and detail-oriented, willing to work both collaboratively and independently
- capability of working with sensitive information with complete confidentiality
- a willingness to be flexible with work schedule

Application Process

Please email a letter stating personal interest, a comprehensive resume, and the names and phone numbers of at least two references to employment@fordhamprep.org.

Fordham Preparatory School is an EOE (Equal Opportunity Employer). This is a 12 month part-time staff position. Part-time staff are not eligible for employee benefits.