



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

POSITION # H08155

Date: 06.12.24

PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

Institutional Giving Student Intern

**(Part-Time/non-benefited; 18 hours per week;
Maximum 19 hours per week)**

DEPARTMENT:

Development and University Relations

CAMPUS:

Lincoln Center

POSITION SUMMARY:

The Fordham Student Intern will assist with projects for faculty workshops and other special projects as assigned by the Executive Director of Institutional Giving.

The position is onsite two days per week as needed during summer, with a possibility to extend through the school year.

ESSENTIAL FUNCTIONS:

- Data entry
- Pivot Tables

QUALIFICATIONS:

- Current Fordham student
- Proficiency in Excel, Pivot Tables, and data work
- Proficiency in PowerPoint
- Office experience is preferred but not essential.
- Interest in Foundation and Corporate philanthropy

SALARY:

Minimum Salary: \$16 / Hour

Maximum Salary: \$16 / Hour

NOTE:

Salary is commensurate with experience, qualifications, and skills.

FLSA CATEGORY:

Non-exempt

START DATE:

July 1, 2024

Possibility to extend through the school year.

SEND LETTER AND RESUME TO:

clucero3@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*