ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Administrative Assistant to the Feerick Center for Social Justice and to Professor John D. Feerick

DEPARTMENT: Law School – Feerick Center for Social Justice, Lincoln Center

RESPONSIBILITIES:
- Manages the day to day operations of Professor John D. Feerick’s office including the prioritization of activities and resources, the streamlining of workflow and creation of work processes.
- Manages Professor Feerick’s complex schedule using judgment and discretion regarding agendas, participants, meeting materials, travel needs and the availability of other resources.
- Supervises part-time and temporary workers engaged in special projects, as necessary.
- Identifies and develops systems to facilitate the smooth and efficient operation of the office and implementation of objectives.
- Develops, maintains and evaluates tracking systems for coordination of projects, policies and procedures as he or she determines is necessary.
- Determines the information to be maintained and the most appropriate methods for preserving information in Professor Feerick’s office.
- Oversees and supervises a variety of events run by the Feerick Center for Social Justice and/or Professor Feerick and is responsible for their success.
- Represents Professor Feerick internally and externally as needed.
- Welcomes and entertains guests and visitors to Professor Feerick’s office.
- Serves as a liaison between Professor Feerick and various internal and external constituencies, including alumni, faculty, students, staff and administrators of other University departments, and members of the judiciary and bar. This includes the exercise of judgment in determining the timing and methods of communication.
- Oversees Professor Feerick’s confidential correspondences and reviews, answers and directs incoming calls and messages.
- Such other duties as directed by Professor Feerick and senior management at the Feerick Center for Social Justice.
- Working with senior management at the Feerick Center for Social Justice, assist with administrative tasks related to development and program management.

QUALIFICATIONS:
- Bachelors’ degree required and graduate degree preferred.
- Three years of high-level administrative experience.
- Ability to work well with a wide range of personalities with the utmost discretion.
- Demonstrated willingness to take ownership of projects.
- Strong organizational and communication skills, with high attention to detail.
- Strong skills in Microsoft Word/WordPerfect and Excel software.
- Ability to work in high volume and activity setting.

SALARY: Commensurate with experience

STARTING DATE: ASAP

SEND LETTER & RESUME: Darin Neely
Asst. Dean for Administration
Fordham University School of Law
dneely@law.fordham.edu
NO PHONE CALLS, PLEASE.

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.

Fordham University is an Equal Opportunity Employer.