CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Executive Secretary, Level 5

DEPARTMENT: Law School Career Planning Center, Lincoln Center

RESPONSIBILITIES: Assists with all aspects of the administration and operation of Career Planning Center (CPC). Responsibilities include:

• Career Development Programming: assisting Associate Directors with all administrative aspects of the Career Development Programming Platform
  - handling the logistical arrangements pertaining to the programs, including reserving rooms, ordering food with outside and internal vendors, making copies of handouts, and securing audio / visual needs, among other matters,
  - supporting and assisting Associate Directors and outside consultants with webinar software (WebX), publicity including the creation of posters using Adobe Indesign, entering programs into various calendaring systems (including Symplicity and Active Data Calendar), posting programs on website (JADU);
  - uploading past programs onto website (vimeo) and subsequently onto CPC internal portal (Sharepoint/LawNet) in a timely manner and managing content to ensure that it is maintained and up to date and
  - engaging and overseeing student workers to assist in programming prep work.

• Customer Service/Reception duties:
  - General reception duties including answering student inquiries and providing information regarding services provided in person and via telephone;
  - Actively managing Assistant Dean, Associate Director and consultant calendars by scheduling counseling appointments for JD students and alumni, in person and via telephone.
  - Handling inquiries from other constituents that call the department, including employers and internal parties.

• Other Duties: General clerical and related duties as assigned by the Assistant Dean and given departmental needs.

QUALIFICATIONS:

• High school diploma. An undergraduate degree preferred. Two or more years work experience.
• Must be extremely well organized and an independent worker able to follow through on projects and assignments with little supervision.
• Strong attention to detail.
• Must be able to represent the CPC to students, alumni and employers as well as internal constituencies in professional manner.
• Excellent computer skills including Microsoft Word, Access, Adobe Indesign, Camtasia, Vimeo, WebX, PowerPoint, Excel. Ability to maintain discretion and confidentiality.
• Prior event planning or program coordination experience preferred.
• Mandatory Competency Testing
• Demonstrated writing ability

SALARY: $1,826.78 bi-weekly

START DATE: ASAP

SEND LETTER & RESUME TO: Darin Neely
Assistant Dean for Administration
lawresumes@law.fordham.edu

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