TITLE OF POSITION/RANK: Executive Secretary, Level 5

DEPARTMENT: Student Financial Services, Rose Hill

RESPONSIBILITIES:
- The Executive Secretary provides secretarial support to the Assistant Vice President for Student Financial Services.
- Maintains library of State and Federal Regulations for regulatory compliance (i.e., FISAP, PPA).
- Evaluates, prioritizes and disseminates flow and communication of regulatory and informational publications and updates throughout the office and to all other departments affected.
- Communicates with parents and students to provide courteous and timely service.
- Handle calls and correspondence.
- Evaluates situations requiring immediate attention, handles or arranges for appropriate problem resolution.
- Word process correspondence, memos, reports, etc., creates/enhances and updates Excel spreadsheets and databases; and assists in proofreading applications and publications.
- Coordinates and sets-up meetings, records and distributes minutes from meetings.
- Supervises flow of appeals/reconsiderations from receipt to student notification, run reports and monitors completion.
- Maintain department operational budgets for both Lincoln Center and Rose Hill Student Financial Services offices. Coordinate purchases and travel arrangements.

QUALIFICATIONS:
- A high school diploma or equivalent and 2-3 years clerical experience required.
- Proficiency using PC programs (Microsoft Office Suite) required; knowledge of PowerFAIDS and/or Banner preferred.
- Must possess excellent interpersonal skills, aptitude with numbers and the ability to handle confidential materials are required.

STARTING DATE: ASAP

SALARY: $1,826.78 bi-weekly

SEND LETTER & RESUME: ffreeman@fordham.edu

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