CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Executive Secretary, Level 5

DEPARTMENT: Law Library, Lincoln Center

RESPONSIBILITIES:
- Works under the direction of the Business Manager to ensure smooth administration of the library.
- Answers Library Director’s phone and maintains Library Director’s schedule.
- Creates check requests and purchase orders.
- Handles renewal of annual maintenance contracts for equipment and is the contact person for renewals, problems and other correspondence with these vendors.
- Maintains files for forms, vendors, purchases, and contracts.
- Tracks library’s daily expenses as backup to Business Manager and maintains and disburses petty cash.
- Orders, receives, and maintains inventory of office and library supplies.
- Arranges maintenance of and supplies all library executive suite office machinery.
- Arranges room booking and catering for library events and meetings.
- Approves room reservation requests and updates library classroom availability calendars.
- Monitors sick line and records absences in library schedule.
- Sends email reminders of staff meetings, or meeting cancellations. Updates library calendar.
- Delivers library suite mail.
- Other duties as assigned.

QUALIFICATIONS:
- High School Diploma, some college preferred
- 3 years or more experience in an academic or office environment
- Excellent oral and written communication
- Basic computer skills (Gmail, Microsoft Word, Excel)
- Accuracy and attention to detail; good organizational skills, ability to work independently; willingness to learn and implement new technologies and new skills.
- Mandatory Competency Testing
- Demonstrated Writing Ability

SALARY: $1,826.78 Bi-weekly

FLSA CATEGORY: Exempt

START DATE: July 8, 2019

SEND LETTER, RESUME TO: Carlie McCarthy, Business Manager, The Maloney Library, School of Law cmccarthy@law.fordham.edu (Please, no calls.)

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