CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Executive Secretary (Level 5/6)

SCHOOL/DEPARTMENT: Graduate School of Social Service, Lincoln Center

RESPONSIBILITIES/DUTIES:

• Provide support implementing and maintaining efficient office systems and protocols
• Provide direct clerical support to dean, associate deans, other administrators and faculty as requested
• Provide timely and accurate data input and reports using the Fordham data base systems and software such as Banner, Blackboard Fordham Connect, Web Focus, Google Drive, WebEx, etc.
• Helps instruct staff and faculty on the use of data systems such as Fordham Connect, the set-up of virtual meetings via WebEx, conference call, etc.
• Assist in organizing and maintaining documents and records including proper format for memos, letters and other correspondence/communications
• Disseminate print and electronic information as requested by administrators and faculty
• Promptly answer and properly route calls and email inquiries taking complete messages and contact information
• Respond to faculty and administrator communications and requests in a timely manner
• Assist with copying, faxing, filing, and document preparation such as handouts and course materials
• Provide logistical support as needed for meetings, activities, lectures, social gatherings, and ceremonies
• Provide a variety of direct support services to students, faculty, alumni and other visitors to GSS ensuring accuracy of information and assistance with problem solving
• Maintain up-to-date school/department calendars and checklists of important dates, meetings and events
• Ensure follow through on all received requests for assistance and track with documentation
• Assist with the development, organization and maintenance of school related official forms and documents
• Ensure confidentiality and security of confidential record/information

QUALIFICATIONS:

• High School diploma or GED equivalent required. Bachelor’s Degree preferred.
• Minimum 3 years office experience. Prior experience in higher education/educational institution preferred
• Proficiency with software applications such as Microsoft Word, Excel, PowerPoint, Google spreadsheets, etc.
• Excellent organizational skills, self-motivated, detail-oriented and able to prioritize responsibilities
• Clear, effective written and oral communication skills
• Ability to work independently as well as part of a team in a complex environment
• Possess integrity and strong ethical standards and ability to problem solve
• Possess strong interpersonal skills with a customer-service orientation

SALARY: $1881.58 Bi-Weekly (External Candidates Level 5 only)
$2050.74 Bi-Weekly (internal candidates Level 5/6)*
*Level 6 must meet the required criteria

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: Ji Seon Lee
GSS Associate Dean for Administration
jilee@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