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)
• Assists Associate Directors with all administrative aspects of the Career Development Programming Platform
• Handles 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,
• Supports and assists Associate Directors and outside consultants with webinar software (WebX),
• Supports and assists Associate Directors with publicity, including the creation of posters using Adobe Indesign, entering programs into various calendaring systems (including Symplicity and Active Data Calendar), posting programs on external website;
• Uploads past programs onto website (YouTube) and subsequently onto CPC internal portal (Sharepoint/LawNet) in a timely manner and manages content to ensure that it is maintained and up to date and
• Engages and oversees student workers to assist in programming prep work.
• Performs general reception duties including answering student inquiries and providing information regarding services provided in person and via telephone;
• Actively manages Assistant Dean, Director, Associate Directors and consultant calendars by scheduling counseling appointments for JD students and alumni, in person and via telephone.
• Handles inquiries from other constituents that call the department, including employers and internal parties.
• Performs other general clerical and related duties as assigned given departmental needs.

QUALIFICATIONS:

• High School Diploma Required. B.A. preferred
• Mandatory Competency Testing
• Demonstrated Writing Ability
• Excellent computer skills including Microsoft Word, Access, Adobe Indesign, Camtasia, YouTube, WebX, PowerPoint, Excel.
• Must be extremely well organized and an independent worker able to follow through on projects and assignments with little supervision.
• Must demonstrate strong attention to detail.
• Must be able to represent the CPC to students, alumni and employers as well as internal constituencies in professional manner.
• Ability to maintain discretion and confidentiality.
• Prior event planning or program coordination experience preferred.

SALARY: $1881.58 bi-weekly

FLSA CATEGORY: Non-Exempt

START DATE: 12/31/2019

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

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