ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Planning Analyst

DEPARTMENT: Office of Senior Vice President for Strategy and Enrollment

POSITION SUMMARY:
The Planning Analyst for the Strategy and Enrollment leadership team is a trusted professional with experience in support of a senior executive team and complex committee activity. This tech-savvy individual provides comprehensive administrative support to the SVP, his staff and the committees with which they work, and collaborates with leaders of local planning groups to advance their vision. Background in strategic planning is preferred for this role. Refined communication and organization skills are essential, as is attention to detail. The successful candidate must have the ability to work efficiently and independently to conceptualize and complete projects and operate as a consummate team player who proactively anticipates needs, exercises good judgment and maintains a realistic balance among multiple priorities, always attentive to the needs of the office.

RESPONSIBILITIES:
• Plans and coordinates meetings, produces informed minutes
• Communicates on behalf of the leadership team to various internal and external constituents
• Creates focused presentation graphics and materials for meetings
• Conducts research, composes memoranda, formats documents, performs related duties
• Maintains database of annual review reports and other electronic files
• Compiles and summarizes data from various sources for accurate reporting
• Completes special projects by clarifying project objective, setting timetables and schedules, conducting research, developing and organizing information.
• Prepares reports by collecting, analyzing, and summarizing data and trends
• Assists in budget planning and monitoring for the strategy and enrollment area
• Schedules and manages on-site, off-site and virtual meetings
• Holds information in strict confidence, exercising care to prevent inappropriate disclosure
• Executes ad hoc projects as necessary

QUALIFICATIONS:
• Bachelor’s Degree in Liberal Arts or Business
• Demonstrated competence in analysis and planning
• Five (5) years of professional experience or equivalent combination of education and experience
• Effective oral and written communication skills
• Superior diplomacy and interpersonal skills
• Time management skills and the ability to work well under pressure
• Advanced proficiency using Microsoft Office applications, Google Suite, internet, shareware, Adobe Creative Suite
• Exceptional organizational competencies
• Ability to interact effectively with all members of the University community

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Peter A. Stace
Senior Vice President for Enrollment & Strategy

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