



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: C00765

Date: 7/19/18-7/26/18

CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Executive Secretary, Level 5

DEPARTMENT: Fordham School of Professional and Continuing Studies, Lincoln Center

RESPONSIBILITIES:

- Provides clerical, telephone, scheduling and computer support for all the deans and admissions director at the campus including front-desk reception
- Provides direction to prospective students and applicants regarding the application process
- Maintains regular contact with prospective students and applicants
- Generates flyers and announcements for dissemination to prospective students
- Provides direct support regarding the transfer of credits from other institutions including transcribing credits to University standards
- Maintains privacy and discretion for confidential documents including transcripts, immunization records, military records and disciplinary actions
- Prepares mailings to prospective students, applicants, admitted students, and external community contacts
- Produces letters, memos, mailings and miscellaneous correspondence
- Represents PCS Admissions at local fairs and events as needed
- Assists with specified centralized tasks for college across three campuses
- Maintains privacy and discretion for confidential documents including transcripts, immunization records, military records and disciplinary actions. Processes confidential information in compliance with FERPA.
- Processes approved requests for payments for contracts, expense reimbursement requests, credit card statements, check requests, vendor invoices, subscriptions and other items
- Generates reports, manage calendars and researches/collects data as requested
- Schedules rooms for meetings and conferences as needed
- Must be able to accommodate a flexible work schedule that includes peak cycles, extended hours, evenings and auxiliary coverage when needed
- Occasional travel to other campuses is required
- Other duties as assigned

QUALIFICATIONS:

- HS diploma, college degree preferred
- Master's degree a plus
- Oversight experience of student workers or equivalent preferred
- Proficiency in MS Word, Excel, PowerPoint, and Gmail
- Knowledge of Slate / Banner systems or comparable University student/CRM systems a plus
- Ease with building and manipulating data
- Detail-oriented and ability to multi-task
- Mandatory Competency Testing
- Demonstrated Writing Ability

STARTING DATE: 9/4/18

SALARY: \$1,826.78 biweekly

SEND LETTER & RESUME: Ruth Diamond,
rdiamond7@fordham.edu