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

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