ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Administrative Assistant for Graduate Advising and Student Development
DEPARTMENT: Gabelli School of Business

OVERVIEW:
Reporting to the Senior Assistant Dean for Graduate Admissions and Advising, the Administrative Assistant for Graduate Advising and Student Development contributes to and enhances the overall graduate student experience. This individual is essential to the production and execution of academic enrichment activities, language-communication-culture programming, and personal development initiatives. He or she meets and exceeds student expectations, demonstrates exceptional organizational skills, and identifies process improvements for the delivery of graduate academic advising.

RESPONSIBILITIES:

- Serves as a core member of the team that delivers two types of programming to graduate students: academic enrichment activities, which enhance the curriculum and deliver on the real-world value of a master’s-level business education, and language, communication, and culture programs, which set the stage for the success of the Gabelli School’s highly international population. Participates in the onboarding of student participants, provision of appropriate academic materials, identifying appropriate educational venues, and overseeing outside vendors.
- Provides superior customer service to internal and external constituents visiting the graduate advising and student development office. In the case of students, provides immediate assistance in identifying their needs and matching them with the resources—human, technological, and otherwise—that will facilitate their development.
- Devises and implements the administrative structures needed for the graduate advising and student development staff to deliver high-quality student services.
- Coordinates and participates in cross-functional teams that connect the advising office with other major functional areas in the graduate division, including, but not limited to, graduate admissions, career development, and alumni relations.
- Maintains academic record-keeping systems in compliance with institutional and federal records retention and management policies. Takes the initiative to research, understand, and educate fellow staff members on policies of this nature.

Office management:
- Coordinates departmental meetings, presentations, and other gatherings.
- Implements department policies.
- Conducts special projects as assigned.
- Oversees travel and expense management for the graduate advising office. Makes travel arrangements and prepare expense reports and reimbursement requests.
- Works independently and as part of a team on special events and projects, including, but not limited to, new student orientation and graduation.
- Provides administrative support to the graduate advising office and the Senior Assistant Dean of Graduate Admissions and Advising, including, but not limited to, calendar management, preparation of presentations/meetings, and internal/external office communication.
- Completes other tasks as assigned in support of the day-to-day operations of the advising office.

QUALIFICATIONS:

Required:
- Bachelor’s degree and at least 3 years of professional experience in an administrative role supporting multiple people in a high-energy, fast-paced environment.
- Excellent organizational skills and mastery of standard office productivity systems (Word, Excel, PowerPoint, Outlook, Access) and database/information management systems.
- Demonstrated excellence in written and verbal communication with the ability to manage multiple and competing priorities, and handle sensitive/confidential situations with discretion, tact, and diplomacy.
- Ability to work collaboratively with multiple stakeholders including faculty, administration, and students.
- Flexibility to work overtime as appropriate or necessary.

Start Date: ASAP
Salary: Commensurate with experience
Send resumes to: Lawrence Mur’ray
lmurray14@fordham.edu

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