TITLE OF POSITION/RANK: Executive Assistant

DEPARTMENT: Department of Finance, Rose Hill

The Administrative Assistant will play a pivotal role in the execution of the SVP/ CFO’s vision, in achieving the University’s financial goals. The ideal candidate will have the ability to exercise good judgment in a professional manner in dealing with a variety of situations and constituents. The incumbent will also possess strong written/verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The incumbent will have the ability to conceptualize and complete projects independently.

Responsibilities:
- Provides administrative and technical support to the SVP/CFO
- Conducts research and creates presentations, composes memoranda, formats and edits documents, and performs other associated duties such as maintaining searchable 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, and fulfilling transactions
- Prepares reports by collecting, analyzing, and summarizing data and trends
- Organizes and maintains logistics of complex domestic and international business travel, incorporating credit card processing for US and foreign travel, and expense reporting
- Plans and executes local, regional and global meetings on SVP/CFO’s behalf
- Schedules and manages on-site, off-site and virtual meetings using technology
- Holds confidential information in strict confidence and will exercise a reasonable degree of care to prevent disclosure to others
- Executes ad hoc projects as necessary
- Manages dynamic calendar for SVP/CFO

Minimum Qualifications:
- A Bachelor's Degree in Business or a related field
- Minimum of 6 years as an executive administrative professional or equivalent combination of education and experience
- Effective oral, written communication skills
- Superior diplomacy and interpersonal skills
- Time management skills especially the ability to work well under pressure
- Demonstrated advanced proficiency in using various Microsoft Office applications including Word, Excel, Access, PowerPoint, Outlook, Google Suite, internet and shareware applications
- Exceptional organizational competencies
- Ability to interact effectively with all members of the university community including students, faculty, staff, administration and Board level stakeholders

STARTING DATE: ASAP

FLSA CATEGORY: Exempt

SALARY: Commensurate with experience

SEND LETTER & RESUME: hr@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