CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Executive Secretary – Level 5

DEPARTMENT: Graduate School of Social Service

RESPONSIBILITIES:

- Directly assist the Planning and Budget Administrator and support the operations of the Office of the Dean.
- Provide information and assistance to students, faculty, alumni and other visitors to GSS.
- Answer phones; provide information and referral and/or take messages.
- Provide diverse administrative, secretarial and clerical support (Microsoft Word, Excel, phone and e-mail communication, copying, faxing, filing, document preparation, etc.)
- Knowledge and ability to effectively use University Banner system.
- Under the supervision of the Planning and Budget Administrator and the Dean be able to produce reports using the Banner system.
- Knowledge of 25Live to assist with room scheduling for events.
- Knowledge of Blackboard
- Under the supervision of the Planning and Budget Administrator and the Dean, organize and maintain electronic filing system of all budget and operations related documents
- Assist the Planning and Budget Administrator with check request, deposit, and all other Banner/budget forms including:
  - Gather and organize required supplemental budget materials, i.e. tax forms, receipts, and invoices
  - Scan and mail Banner forms
  - Obtain all necessary signatures and authorizations
- Assist the Planning and Budget Administrator in creating manuals for faculty/staff including standards/requirements for submission and processing of travel and reimbursement requests/forms
- Generate memos for reimbursements
- Maintain and track office supply inventory, including the allocation and re-ordering of supplies
- Process/print shipping labels – e.g. UPS & FedEx accounts
- Participate as part of the secretarial pool, assisting and providing back up as needed for staff in the Dean’s Office.

QUALIFICATIONS:

- High school diploma required. Bachelor’s degree preferred.
- Minimum of two years clerical/office experience.
- Excellent organizational skills and ability to work independently, following through on projects and assignments with little direct supervision.
- Strong customer service orientation and the ability to work within a diverse community
- Good knowledge of MS Word, Excel, Access, and Gmail.
- Sensitivity to confidentiality
- Detail-oriented and ability to multi-task, with a willingness to take initiative
- Mandatory competency testing
- Demonstrated writing ability

SALARY: $1826.78 (Bi-Weekly)

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: Dr. Ji Seon Lee,
jilee@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