ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: GSS Executive Assistant to the Dean

DEPARTMENT: Graduate School of Social Service

DESCRIPTION:
The Executive Assistant to the Dean functions as the primary administrative and operational support, the “right hand”, to the Dean of the Graduate School of Social Service. Requires management of high volume communication, planning and coordination.

RESPONSIBILITIES:
• Serves as Dean’s point of contact for faculty, students, administration, alumni etc.
• Manage all communications on behalf of Dean in a sophisticated and professional manner.
• Prioritize and coordinate Dean’s daily activities/schedule.
• Proactively arrange calendar to ensure all information is complete (times, location, dial-in numbers, etc.)
• Research/prepare all materials needed by Dean’s for meetings, committee work and projects.
• Organize, follow systems, and create new systems where necessary.
• Navigate, juggle, and organize a huge volume of details.
• Remain current and advise Dean on University administrative policies and procedures.
• Faculty/Personnel - Update schedules and manage time-sensitive processes and documents related to faculty hiring, tenure, promotion and retention.
• Book Dean’s travel (transportation & accommodations) and ensure accuracy of all arrangements.
• Maintain the upmost confidentiality regarding Dean’s professional and personal information.
• Periodic weekend and evening work may be required as well as some travel.
• Other duties as assigned.

QUALIFICATIONS
• Bachelor Degree preferred. 3-5 years prior experience as an Executive Assistant.
• Proficient and comfortable with technology.
• Detailed and focused with extremely high levels of organization. Able to create clarity out of disorder.
• Superior prioritizing skills - able to think “ahead of the game.”
• Possess clear, effective, and diplomatic written and oral communication skills
• Self-motivated and strong self-starter; pro-actively takes initiative.
• Service oriented and strong interpersonal and relational skills.
• Resilience and clam under pressure; able to navigate unexpected events and unanticipated demands

SALARY: Commensurate with experience

FLSA CATEGORY: EXEMPT

START DATE: ASAP

SEND LETTER, RESUME TO:
Debra M. McPhee, Ph.D.
Dean
Dmpcpee1@fordham.edu

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