TITLE OF POSITION/RANK: Executive Secretary, Level 5

DEPARTMENT: Graduate School of Education - Office of the Dean, Lincoln Center

RESPONSIBILITIES:
- Provides a full spectrum of clerical support to the Graduate School of Education programs
- Assures timely input of data and information and reporting.
- Provides clerical support for the associate dean, dean and other faculty and administrators as required and requested.
- Produces timely and accurate reports using the Fordham data base systems and technological tools such as Banner, Fordham Connect, WebFocus, Google Drive, WebX, etc.
- Supports administrators and faculty in planning and executing meetings, activities, lectures, social gatherings, and ceremonies including room reservations and refreshments.
- Promptly answers and properly routes phone calls and email inquiries taking complete messages, information and contact information.
- Submits and follows up on work orders for building services, IT support, phone support, media services, and other needs.
- Has primary responsibility for entering course schedules into the Banner System in a timely manner, checking for accuracy and running accurate reports, and other key functions related to course scheduling.
- Photocopies handouts and organizes administrative and course materials as requested.
- Ensures that office supplies (photocopy paper, and toner, printer cartridges, office supplies etc.) are in adequate supply and installed as needed.
- Responds to faculty and administrator requests and documentation, including emails in a timely manner.
- Tracks, in writing, associate dean’s and dean’s requests by keeping accurate documentation and personally following up through completion.
- Disseminates print and electronic information as requested by administrators and faculty.
- Supports the associate dean on a daily basis including scheduling appropriate appointments, processing and recording official forms and managing the associate dean’s office.
- Helps to track and ensure proper processing of various forms of student documentation including SAP appeals, add/drop, maintenance of matriculation, leaves, etc.
- Provides logistical support and assistance for events, including booking rooms, arranging A/V, ordering catering, and serving as a contact for all who contact the associate dean.
- Helps instruct staff and faculty on the use of data systems such as Fordham Connect.
- Collects and processes forms and materials such as resumes, faculty load forms, add/drop forms for workshops, etc. and develops checklists, spreadsheets and reports based on the information collected.
- Is familiar with and is able to use technology to set up virtual meetings via WebX, conference call, etc.
- Keep a calendar and a checklist of school due dates and monitors submission of information (such as calendar dates, course schedules, etc.) and reports (such as Honors Report, Faculty Load Report, SAP reports, Graduation Reports, Doctoral Letters, Semester Course Books in Banner, etc.).
- Is proficient in general office systems and protocols such as filing and general office organization.
- Knows basic office protocols and format for memos, letters and other correspondence.

QUALIFICATIONS:
- High School diploma or GED equivalent required. Bachelor’s degree preferred.
- Proficiency with Microsoft Word, Excel, and PowerPoint, and familiarity with the web.
- Three to five years office experience required.
- Excellent organizational skills and ability to work independently, following through on projects and assignments with little direct supervision.
- Interpersonal skills with a customer-service orientation.
- Mandatory competency testing.
- Demonstrated writing ability.

STARTING DATE: ASAP

FLSA CATEGORY: Non-exempt

SALARY: $1,826.78 (bi-weekly)

SEND LETTER & RESUME: nolan@fordham.edu