CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Executive Secretary, Level 5

DEPARTMENT: Fordham School of Professional and Continuing Studies, Lincoln Center

RESPONSIBILITIES

- Reports to the Director or Associate Director of Admissions.
- Provides clerical, telephone, scheduling and computer support for all the deans and admissions director at the campus including front-desk reception
- Provides direction to prospective students and applicants regarding the application process
- Maintains regular contact with prospective students and applicants
- Files, copies, scans and distributes documents in paper and electronic media
- Generates flyers and announcements for dissemination to prospective students
- Provides direct support regarding the transfer of credits from other institutions including transcribing credits to University standards
- Maintains privacy and discretion for confidential documents including transcripts, immunization records, military records and disciplinary actions
- Prepares mailings to prospective students, applicants, admitted students, and external community contacts
- Produces letters, memos, mailings and miscellaneous correspondence
- Occasional travel to other campuses may be required
- Represents PCS Admissions at local fairs and events as needed
- Provides general support through phone and electronic communication across all campuses
- Manages specified centralized tasks for college across three campuses
- Must be able to work during peak cycles and extended hours during peak times
- Processes confidential information in compliance with FERPA.
- Other duties as assigned

QUALIFICATIONS:

- High School diploma or equivalent required. Bachelor’s degree preferred.
- Oversight experience of student workers or equivalent preferred
- Proficiency in MS Word, Excel, Access, and Gmail
- Knowledge of MS Publisher, PowerPoint a strong plus
- Experience in marketing, new media, and communication strategies
- Knowledge of basic web design
- Knowledge of Slate / Banner systems or comparable University student/CRM systems
- Ease with building and manipulating data
- Need flexible and calm person for busy front office with hundreds of students and dozens of faculty; courteous and diplomatic; professional demeanor
- Detail-oriented and ability to multi-task
- Mandatory Competency testing
- Demonstrated writing ability

SALARY: $1,826.78 (bi-weekly)

STARTING DATE: ASAP

FLSA CATEGORY: Non-exempt

SEND LETTER & RESUME: Ruth Diamond, Rdiamond7@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer.