TITLE OF POSITION/RANK: Senior Secretary, Level 4

DEPARTMENT: Campus Operations, Rose Hill

RESPONSIBILITIES:
- Assists with all aspects of the administration and operation of Campus Operations.
- Answers and directs calls, emails and in-person inquiries.
- Schedules appointments and meetings.
- Create and maintain E-Work Order requests.
- Orders and maintains all office supplies and equipment, including handling any needs for service repairs.
- Produces letters, memos, mailings and miscellaneous correspondence.
- Prepares, processes, and maintains files for all check requests, purchases orders and related paperwork with appropriate budget numbers via E-Build.
- Handles all travel arrangements, expenses, and reimbursements requests.
- Collects, reviews and distributes departmental mail.
- Makes copies for all meetings and events, and maintains all budget and archival files.
- Such other tasks as directed by all Directors of Campus Operations.

QUALIFICATIONS:
- High school diploma required, some college and/or BA preferred.
- Extremely well organized with great attention to detail and ability to multi-task.
- Excellent interpersonal skills and have a positive, friendly, and helpful attitude.
- Independent, self-motivated worker who is able to follow through on projects and assignments with little supervision.
- Able to represent the department to students, alumni, faculty, and administrators at the Law School and the University as well as many professionals outside the organization.
- Excellent computer skills including Microsoft Word, Access, Excel; and GMail.
- Knowledge of E-Build and E-Work Order cloud services, required.
- Mandatory Competency Testing.
- Demonstrated Writing Ability.

SALARY: $1,688.28 biweekly

START DATE: ASAP

SEND LETTER, RESUME TO: Garrett Barker, Director
Campus Operations, Rose Hill
Email: custodialrh@fordham.edu
No calls, please.

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