CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Executive Secretary, Level 5

DEPARTMENT/PROGRAM: Career Planning, Law School, Lincoln Center

RESPONSIBILITIES:

Reporting to the Assistant Dean for the Career Planning Center, assists with all aspects of the administration and operation of Career Planning Center (CPC).

- **Recruitment Programs, Events and Employer Relations**
  - Assists the Senior Manager of Legal Recruiting with all clerical aspects of the Recruitment Programs, Employer Events and interaction with employers
  - Handles logistical arrangements
  - Coordinates space reservation, set-up and catering
  - Processes interview schedules and prepares for employer interview visits
  - Prepares materials on employers for Senior Manager of Legal Recruiting and Assistant Dean for marketing visits
  - Functions as primary point of contact with student and employer inquiries about Recruitment Programs and Employer Events
  - Maintains databases related to these areas and email archive for students.
  - Answers student inquiries and provides information regarding services provided in person and via telephone
  - Schedules all counseling appointments for law students in person and via telephone.

- **Employment Reporting and Statistics**
  - Assists the Assistant Dean and the Associate Director who oversees the employment reporting process and collection with processing employment information for graduates and managing data collection and inputting into databases for internal purposes as well as the ABA, NALP and U.S. News.

QUALIFICATIONS:

- High School Diploma required; undergraduate degree preferred
- Must be extremely well organized and an independent worker able to follow through on projects and assignments with little supervision
- Must be able to represent the CPC in a highly professional manner to students, alumni and employers
- Strong computer skills including Microsoft Word, Access and Excel
- Ability to maintain discretion and confidentiality
- Mandatory Competency Testing
- Demonstrated Writing Ability

SALARY: $1826.78 bi-weekly

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER & RESUME TO:

Darin Neely
Assistant Dean for Administration
lawresumes@law.fordham.edu

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