Position: C00645

CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Executive Secretary (Level 5/6)

SCHOOL/DEPARTMENT: Graduate School of Social Service, Lincoln Center

RESPONSIBILITIES/DUTIES:

- Provide support implementing and maintaining efficient office systems and protocols
- Provide direct clerical support to dean, associate deans, other administrators and faculty as requested
- Provide timely and accurate data input and reports using the Fordham data base systems and software such as Banner, Blackboard, Fordham Connect, Web Focus, Google Drive, WebEx, etc.
- Helps instruct staff and faculty on the use of data systems such as Fordham Connect, the set-up of virtual meetings via WebEx, conference call, etc.
- Assist in organizing and maintaining documents and records including proper format for memos, letters and other correspondence/communications
- Disseminate print and electronic information as requested by administrators and faculty
- Promptly answer and properly route calls and email inquiries taking complete messages and contact information
- Respond to faculty and administrator communications and requests in a timely manner
- Assist with copying, faxing, filing, and document preparation such as handouts and course materials
- Provide logistical support as needed for meetings, activities, lectures, social gatherings, and ceremonies
- Provide a variety of direct support services to students, faculty, alumni and other visitors to GSS ensuring accuracy of information and assistance with problem solving
- Maintain up-to-date school/department calendars and checklists of important dates, meetings and events
- Ensure follow through on all received requests for assistance and track with documentation
- Assist with the development, organization and maintenance of school related official forms and documents
- Ensure confidentiality and security of confidential record/information

QUALIFICATIONS:

- High School diploma or GED equivalent required. Bachelor’s Degree preferred.
- Minimum 3 years office experience. Prior experience in higher education/educational institution preferred
- Proficiency with software applications such as Microsoft Word, Excel, PowerPoint, Google spreadsheets, etc.
- Excellent organizational skills, self-motivated, detail-oriented and able to prioritize responsibilities
- Clear, effective written and oral communication skills
- Ability to work independently as well as part of a team in a complex environment
- Possess integrity and strong ethical standards and ability to problem solve
- Possess strong interpersonal skills with a customer-service orientation

SALARY:

$1881.58 Bi-Weekly (External Candidates Level 5 only)
$2050.74 Bi-Weekly (internal candidates Level 5/6)*
*Level 6 must meet the required criteria

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: Ji Seon Lee
GSS Associate Dean for Administration
jilee@fordham.edu

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