ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Executive Assistant

DEPARTMENT: Department of Finance, Rose Hill

The Executive Assistant to the Finance leadership team is a trusted professional with experience in support of a C-level executive (financial industry experience preferred). This tech-savvy individual provides comprehensive administrative support to both the SVP, CFO and Treasurer, and the Vice President for Finance, and collaborates with fellow VP support staff and Finance directors to execute their vision. Communication, organization, and attention to detail are key in this role, as is the ability to work efficiently and independently to conceptualize and complete projects. The ideal candidate is a consummate team player and master problem-solver, who proactively anticipates needs, exercises good judgment in dealing with a variety of situations, and maintains a realistic balance among multiple priorities, all with a mind towards the medium and long-term planning needs of the Vice Presidents.

RESPONSIBILITIES:
- Manages complex and dynamic calendars for both the SVP, CFO & Treasurer and the Vice President for Finance
- Plans and coordinates meetings on behalf of the Vice Presidents
- Communicates on behalf of the leadership team to various internal and external constituents
- Organizes, edits, and distributes materials for Board and internal meetings
- Conducts research and creates presentations, composes memoranda, formats documents, and performs other associated duties such as maintaining searchable electronic files
- Compiles and summarizes data from various sources for accurate reporting
- Completes special projects by clarifying project objective, setting timetables and schedules, conducting research, developing and organizing information, and fulfilling transactions
- Prepares reports by collecting, analyzing, and summarizing data and trends
- Organizes and maintains logistics of business travel and expense reporting
- Schedules and manages on-site, off-site and virtual meetings using technology
- Holds information in strict confidence, exercising a reasonable degree of care to prevent disclosure to others
- Executes ad hoc projects as necessary

QUALIFICATIONS:
- Bachelor's Degree in Business or a related field preferred
- Minimum 6 years’ experience as an executive administrative professional or equivalent combination of education and experience
- Effective oral, written communication skills
- Superior diplomacy and interpersonal skills
- Time management skills, especially the ability to work well under pressure
- Demonstrated advanced proficiency in using various Microsoft Office applications including Word, Excel, Access, PowerPoint, Outlook, Google Suite, internet, and shareware applications; Adobe Creative Suite a plus
- Exceptional organizational competencies
- Ability to interact effectively with all members of the University community, including students, faculty, staff, administration, and Board-level stakeholders

STARTING DATE: ASAP

FLSA CATEGORY: Exempt

SALARY: Commensurate with experience

SEND LETTER & RESUME: hr@fordham.edu

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