Position: C00490

Date: 7.25.19 – 7.31.19

CLERICAL POSITION ANNOUNCEMENT

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

SCHOOL/DEPARTMENT: Graduate School of Arts and Sciences – Office of Academic Programs and Support (OAPS) and Assistant Dean, Rose Hill

RESPONSIBILITIES/DUTIES:
• Assists the Assistant Dean with processing check requests and financial aid paperwork for graduate students stipends, fellowships, etc.
• Researches on various issues for follow-up and resolutions, especially academic probations and academic progress.
• Processes registration requests as needed.
• Processes extensive paperwork for grade changes, incompletes and non-matriculated students, etc.
• Oversees student workers assisting in OAPS.
• Enters data onto University databases, Banner system and Powerfaids, and ensures completeness and accuracy of data.
• Assists in processing the graduation paperwork for GSAS students, and reviews thesis and dissertation submissions on the ProQuest database, plus SED surveys for clearance.
• Answers all telephone and email inquiries for OAPS.
• Responds to walk-in students and faculty members for various academic related issues.
• Maintains current students’ files and archival of students records via OnBase.
• Assists in all electronic mailings – financial aid packets, status letters, etc.
• Receives sorts and dispatches mail as necessary.
• Drafts routine documents and ensure outgoing correspondence is in proper format.

QUALIFICATIONS:
• Bachelor’s Degree preferred.
• Superior customer service orientation; comfortable in interacting with students and faculty members in a professional and efficient manner.
• Excellent organizational skills.
• Meticulous manner and strict attention to detail are critical.
• Excellent data entry and word processing skills.
• Knowledge of working with a relational database is preferred.
• Ability to maintain discretion and confidentiality is essential.
• Mandatory competency testing.

SALARY:
$1,881.58 Bi-Weekly (External Candidates Level 5 only)
$2,050.74 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: Mary Nolan
nolan@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories.