ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Administrative Assistant for Graduate Advising

DEPARTMENT: Gabelli School of Business

POSITION SUMMARY:
Reporting to the Senior Assistant Dean for Graduate Advising, the Administrative Assistant for Graduate Advising contributes to and enhances the overall graduate student experience. This individual is essential to the production and execution of academic enrichment activities, language-communication-culture programming, and personal development initiatives. Ideal candidate will exceed student expectations, demonstrate exceptional organizational skills, and support the values of Fordham University as part of the graduate academic advising team.

RESPONSIBILITIES:
- Serves as a core member of the academic advising team that delivers two types of programming to graduate students: academic enrichment activities, which enhance the curriculum and deliver on the real-world value of a master’s-level business education, and community, language, communication, and culture programs, which set the stage for the success of the Gabelli School’s highly international population.
- Participates in the onboarding of student participants, providing academic materials and resources, identifying appropriate educational venues, overseeing outside vendors, and supporting the advising team.
- Provides superior customer service to internal and external constituents visiting the graduate advising office. In the case of students, provides immediate support in identifying their needs and matching them with the resources—human, technological, and otherwise—that will facilitate their development.
- Devises and implements the administrative structures needed for the graduate advising staff to deliver high-quality student services. Assist with collecting data and procuring reports on behalf of the advising team.
- Coordinates and participates in cross-functional teams that connect the advising office with other major functional areas in the graduate division, including, but not limited to, graduate admissions, career development, and alumni relations.
- Maintains academic record-keeping systems in compliance with institutional and federal records retention and management policies. Takes the initiative to research, understand, and educate fellow staff members on policies of this nature.
- Performs office management:
  - Coordinates departmental meetings, presentations, events, and other gatherings.
  - Implements department policies.
- Conducts special projects as assigned by the Senior Assistant Dean for Graduate Advising.
- Oversees travel and expense management for the graduate advising office. Makes travel arrangements and prepare expense reports and reimbursement requests.
- Works independently and as part of a team on special events and projects, including, but not limited to, new student orientation and graduation.
- Provides administrative support to the graduate advising office and the Senior Assistant Dean of Graduate Advising, including, but not limited to, calendar management, event planning, data reporting, and internal/external office communication.
- Completes other tasks as assigned in support of the day-to-day operations of the advising office.
QUALIFICATIONS:

- Bachelor’s Degree preferred.
- Minimum 3 years of professional experience in an administrative role supporting multiple people in a high-energy, fast-paced environment.
- Must have exceptional organizational skills and mastery of standard office productivity systems (Word, Excel, PowerPoint, Outlook, Access), database/information management systems, and a willingness and ability to learn new computer software programs and applications.
- Demonstrated excellence in written and verbal communication as well as ability to manage competing priorities and projects, and handle sensitive/confidential situations with discretion, tact, and diplomacy.
- Ability to build and establish relationships with a diverse student body, faculty, and administrators. The candidate must be a proven team player, able to work both cooperatively in small groups and independently.
- Flexibility to work overtime as appropriate or necessary.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: 12/18/19

SEND LETTER AND RESUME TO: Rachel Dobkins
Administrative Assistant for Graduate Advising
gsbgraduate@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