Position: C00300

Date: 11.21.19-11-27.19

CLAHERAL POSITION ANNOUNCEMENT

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

DEPARTMENT:
Mathematics, Rose Hill

POSITION SUMMARY:
The Department Secretary assists the Chair in many facets of running the Department.

RESPONSIBILITIES:
- Handle daily contacts with students visiting Math Department and assist with contacting instructors.
- Meet with students who struggle with math to assign one-on-one tutors.
- Serve as liaison between the Department and other departments and administration.
- Answer emails and phone calls to the main office, and monitor departmental corporate email accounts.
- Distribute daily mail and handle interoffice communication.
- Assist with hiring, payroll paperwork processing, scheduling, and assigning of graders and tutors.
- Handle payroll paperwork for adjunct hiring and their semester renewals.
- Organize and streamline important departmental information.
- Print and post department announcements as well as faculty teaching schedules and office hours.
- Assist Chair in overseeing and managing departmental expenditures.
- Monitor and handle orders of teaching and office supplies. Handle departmental orders and payments and prepare Department check requests.
- Make room reservations for departmental meetings. Help in managing teatime and other departmental social events and schedule Math Help Room.
- Assist students with paperwork for major and minor declarations. Process registration changes, course overrides, substitution, waivers, and schedule changes in Banner.
- Collect travel requests, assists Chair in travel reporting, and handle faculty reimbursement requests.
- Work with Bookstore and with the faculty on timely textbook orders.
- Order desk copies and contact textbook representatives.
- Assist Chair is STAR reporting, course scheduling, proofreading and editing schedules.
- Collect and maintain copies of course syllabi. Collect and submit final exams to dean’s offices.
- Assist Chair in coordinating construction/remodeling projects (as they arise)
- Monitor students taking makeup exams and occasionally proctor in-class exams
- Perform other secretarial tasks may arise and be assigned to a person in this position.

QUALIFICATIONS:
- High School Diploma or equivalent required; some college preferred.
- Working knowledge of Microsoft Office and ability to learn other computer applications quickly
- Must be well-organized and highly motivated with strong interpersonal and communication skills, excellent diplomacy and discretion in handling confidential and/or sensitive material.
- Must be able to work well with others in a collaborative atmosphere and with a positive attitude to assist with additional clerical tasks as needed.
- Mandatory Competency Testing
- Demonstrated Writing Ability

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:
nolan@fordham.edu

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