CLERICAL POSITION ANNOUNCEMENT

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

DEPARTMENT: Fordham College at Rose Hill Dean’s Office

RESPONSIBILITIES:
- Provides support in a busy academic office, primarily to the Class Dean for First-Year Students, including student appointment scheduling.
- Serves as first point of contact for students, faculty, and parents regarding appointments and inquiries.
- Maintains confidential records relating to the academic progress of expected incoming first-year class of approximately 1050 students. Carries out data reporting, analysis, and data entry related to student registration, advisor assignment, and academic progress.
- Assists in scheduling with event planning for all Dean’s Office events, including but not limited to, Core Advising, Summer and Academic Orientations for incoming students, Encaenia and other awards ceremonies, FCRH Diploma ceremony, Open Houses for prospective students, and the Annual FCRH Research Symposium.
- Uses Banner and the Student Success Collaborative software to monitor and initiate data reports regarding academic progress, danger of failing and deficiency notifications, and student attendance for all class deans and the Assistant Dean for Student Support and Success.
- Provides support to the Class Dean’s Office during course registration days and other high-volume periods.
- Communicates regularly and effectively with students, parents, faculty, administrators, and alumni/ae.
- As needed, provides secretarial coverage to other areas of the FCRH Dean’s Office.

QUALIFICATIONS:
- High school diploma or equivalent required. Bachelor’s degree preferred
- 3 years of secretarial experience or equivalent, preferably in higher education.
- Strong writing and communication skills; attention to detail and accuracy.
- Excellent judgement, diplomacy, and discretion necessary in handling confidential and/or sensitive materials.
- Proficiency in Microsoft Word, Excel, G-Suite, and a student information system, like Banner.
- Strong organizational and communication skills and comfortable with multitasking.
- A team player with strong interpersonal skills, the ability to maintain discretion and confidentiality, and an appreciation of the Jesuit tradition.
- Mandatory Competency Testing
- Demonstrated Writing Ability

SALARY: $1881.58 Bi-Weekly

FLSA CATEGORY: Non-Exempt

START DATE: January 2, 2020

SEND LETTER, RESUME TO: RHDeanRecruit@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