TITLE OF POSITION/RANK: Executive Secretary (Level 5/6)
(Contingent upon Availability of Funding)

SCHOOL/DEPARTMENT: The Center for Jewish Studies and
The Center for Orthodox Christian Studies
Rose Hill

RESPONSIBILITIES:
• Provide support implementing and maintaining efficient office protocols
• Provide direct clerical support to the directors of the two Centers and faculty as requested
• Provide timely and accurate data input and reports using the Fordham database systems and software such as Banner, Google Drive, WebEx, etc.
• Assist in organizing and maintaining documents and records including proper format for memos, letters and other correspondence/communications
• Disseminate print and electronic information as requested by administrators and faculty
• Promptly answer and properly route calls and email inquiries taking complete messages and contact information
• Respond to faculty and administrator communications and requests in a timely manner
• Provide logistical support as needed for meetings, activities, lectures, social gatherings, and ceremonies (such as travel, catering, venue, honoraria, etc.)
• Maintain up-to-date school/department calendars and checklists of important dates, meetings and events
• Ensure follow through on all received requests for assistance and track with documentation
• Assist with the development, organization and maintenance of the Centers official forms and documents
• Ensure confidentiality and security of confidential record/information

QUALIFICATIONS:
• High School Diploma or Equivalent Required. B.A. preferred
• Excellent data entry and word processing skills.
• Knowledge of WordPress and Jadu platforms is preferred.
• Mandatory Competency Testing.
• Demonstrated Writing Ability.
• 2-3 years of experience.
• Familiarity with higher education settings.
• Availability in the evenings to assist with public events.
• Superior customer service orientation; comfortable in interacting with students, faculty members, and the public in a professional and efficient manner.
• Excellent organizational skills.
• Meticulous manner and strict attention to detail are critical.
• Ability to maintain discretion and confidentiality is essential.

SALARY: $1881.58 Bi-Weekly (External Candidates Level 5 only)
$2050.74 Bi-Weekly (Internal Candidates Level 6)*
*Level 6 must meet the required criteria
(Contingent upon Availability of Funding)

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: hr@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