ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Human Resources Senior Administrative Assistant

DEPARTMENT: Office of Human Resources Management, Rose Hill

The Human Resources Senior Administrative Assistant plays a key role in the execution of Human Resources’ vision to achieve University goals. The ideal candidate exercises sound judgment in a professional manner while dealing with a variety of situations and constituents. The incumbent possesses strong written/verbal communication, administrative, and organizational skills, and the ability to maintain a balance among multiple and competing priorities. The Human Resources Senior Administrative Assistant has the ability to conceptualize and complete administrative projects independently.

Responsibilities:
- Provides administrative, and technical support to the VP for HR and two Senior Administrators in HR, including but not limited to, researching and creating presentations, reports, composing memoranda, formatting and editing documents, and other associated duties, such as maintaining searchable electronic files
- Acts as liaison with the University community and the general public using independent judgment, discretion and tact in handling the myriad of complex confidential inquiries regarding HR issues, policies, and procedures
- Conveys employee issues and concerns to management for resolution
- Alerts management of underlying issues that may need to be addressed
- Prepares reports by collecting, analyzing, and summarizing data and trends
- Manages complex calendar for VP for HR and two Senior HR Administrators
- Organizes and maintains logistics of complex domestic and international business travel, incorporating credit card processing for US and foreign travel, and expense reporting
- Plans and executes local, regional and global meetings on behalf of the VP for HR
- Schedules and manages on-site, off-site and virtual meetings using technology
- Completes special projects by clarifying project objective, setting timetables and schedules, conducting research, developing and organizing information, and fulfilling transactions
- Maintains responsibility for payment of invoices
- Holds information in strict confidence, exercising the utmost care to prevent disclosure to others
- Executes ad hoc projects as necessary

Minimum Qualifications:
- Minimum of 5 (five) years as an executive administrative professional or equivalent combination of education and experience
- Bachelor’s Degree in a related field preferred
- HR experience preferred
- Effective oral and written communication skills
- Superior interpersonal skills
- Demonstrated advanced proficiency in using various Microsoft Office applications including Word, Excel, Access, PowerPoint, Outlook, Google Suite, internet and shareware applications
- Exceptional organizational competencies, time management skills, and ability to work well under pressure
- Ability to interact effectively with all members of the University community including students, faculty, staff, administration and Executives- and Board-level stakeholders

SALARY: Commensurate with experience.

FLSA CATEGORY: Exempt

STARTING DATE: ASAP

SEND LETTER, RESUME, WRITING SAMPLE, AND PREVIOUS POWER POINT PRESENTATION: hr@fordham.edu

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