TITLE OF POSITION/RANK: Sr. Executive Secretary, Level 5/6

DEPARTMENT: Graduate School of Arts and Sciences, Rose Hill

RESPONSIBILITIES:
- Identifies and prioritizes projects to optimize the workflow of Dean’s front office
- Responsible for the logistics for meeting and event planning, such as scheduling, securing locations through online reservation system, distributing information through electronic information systems, following a specified budget, ordering related meeting essentials, and administering payments
- Maintains the Dean’s calendar using Google calendar, oversees the Dean’s correspondence and documents, and organizes, maintains and updates essential office records and electronic files
- Acts as back-up scheduler of GSAS conference room through electronic reservation system
- Oversees electronic communications in the Dean’s office corporate account and directs inquiries from administration, faculty, staff, applicants and prospects
- Communicates regularly and effectively with students, applicants, faculty and administrators in person and in writing
- Maintains office handbooks and information systems
- Supervises and trains student workers in basic office procedures
- Files, scans, organizes and distributes documents, primarily in electronic media; produces letters, memos, mailings and miscellaneous correspondence, primarily in electronic media
- Performs other duties as assigned, particularly at peak times

QUALIFICATIONS:
- Bachelor’s Degree preferred, high school diploma or equivalent required
- Five years of secretarial experience required
- Very strong written and oral communication skills are required
- Strong organizational and multi-tasking skills, including electronic scheduling and categorical filing.
- Proficiency in Microsoft Word, Excel, Adobe Suite, Google mail and related Google apps (calendar, drive). Familiarity in student information systems, such as Banner, preferred
- A team player with strong interpersonal skills, the ability to work in a fast-paced office and to maintain discretion and confidentiality, and an appreciation of the Jesuit tradition
- Mandatory competency testing
- Demonstrated writing ability

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

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: nolan@fordham.edu