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

DEPARTMENT: Fordham School of Professional and Continuing Studies (PCS)
Rose Hill

RESPONSIBILITIES:
• Provide support to all PCS Programs and Administrative staff with primary responsibility for Academic Programs.
• Manage office activities, such as: scheduling appointments, answering phones, receiving visitors, generating and managing office correspondence, producing fliers, memos, mailings, processing payments, Adjunct and Guest Lecturer contracts, supply orders and disseminating department information.
• Process and handle confidential paperwork related to transcripts, immunizations, military records, disciplinary actions, compliance and transactions involving international scholars and students.
• Create and maintain databases.
• Liaise with coordinating departments including Academic departments, Enrollment Services, Procurement, payroll and Career Services.
• Process pricing and registration for corporate, special, and customized programs.
• Arrange and attend on campus events, information sessions, and student related activities.
• Schedule and administer CLEP and CSA Exams.
• Perform research on competing programs.
• Cross-train with other campus secretaries required.
• Able to work during peak cycle with extended hours during those times April 15 – July 15.
• Able to travel to other campuses for additional training as needed.
• Perform other duties as assigned.

QUALIFICATIONS:
• High School Diploma or Equivalent Required. B.A. Preferred.
• Minimum of three years clerical/office experience preferably in a college environment.
• Experience with University registration/CRM/payment/scheduling systems (e.g. Slate/Banner/TouchNet/25 Live).
• Excellent knowledge of MS Word, Excel, Access and PowerPoint.
• Familiarity and aptitude with social media platforms and creating/editing web content.
• Adept at collecting and manipulating data.
• Strong customer service orientation and the ability to work within a diverse community.
• Strong writing, oral and interpersonal skills.
• A flexible and easy-going manner for addressing the needs of students and faculty in a courteous, diplomatic, and professional manner with utmost confidentiality.
• Detail-oriented and ability to multi-task, with a willingness to take initiative.
• 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: rdiandon7@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.