



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: C00470

Date: 01.20.21 – 01.26.21

CLERICAL POSITION ANNOUNCEMENT

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:

rdiamond7@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*