



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: C00170

Date: 02.01.21 – 02.05.21

CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK

Secretary/Receptionist, Level 5

DEPARTMENT:

Undergraduate Admission
Rose Hill

RESPONSIBILITIES:

- Greet and welcome guests (in-person).
- Provide directions to campus facilities.
- Record attendance at events and daily visits. Maintain and update records related to visits.
- Maintain and update room reservations using 25Live.
- Respond to visitor inquiries via our corporate account.
- Perform research on competing event programs.
- Participate in daily phone tree rotation.
- Engage in data entry of admission inquiries, visits, registrations, documents, and materials.
- Maintain inventory of admission supplies (especially for the Welcome Center).
- Conduct registration functions at weekend events including Open Houses (3), Saturday Information Sessions, Opening Day.
- Work during peak cycle with extended hours during those times as needed.
- Proofread and review event-related communications and materials.
- Cross-train with other campus secretaries as required.
- 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 (3) years clerical/office experience preferably in a college environment.
- Experience with University registration/CRM/ scheduling systems (e.g., Slate/Banner/25 Live) • Excellent knowledge of MS Word, Excel, and PowerPoint.
- Familiarity and aptitude with social media platforms.
- Must be extremely well organized and an independent worker able to follow through on projects and assignments with minimal supervision.
- Must be able to represent the Admission Office in a highly professional manner to visitors, students, and alumni.
- Must possess 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.
- Strong oral and written communication skills.
- Mandatory Competency Testing.
- Demonstrate writing ability.

SALARY:

\$1881.58 Bi-Weekly

FLSA CATEGORY:

Non-Exempt

START DATE:

ASAP

SEND LETTER, RESUME TO:

nolan@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*