**CLERICAL POSITION ANNOUNCEMENT**

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<tr>
<th>POSITION/RANK</th>
<th>Senior/ Executive Secretary (LEVEL 5/6)</th>
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| SCHOOL/DEPARTMENT | Walsh Library  
|                | Rose Hill |

**SUMMARY:**
Reporting directly to the Director of University Libraries and providing one-on-one support to the Office of the Director, the Senior Executive Secretary works independently, performing a wide range of support staff duties for the Walsh, Quinn, and Fordham Westchester libraries. This position requires excellent communication and interpersonal skills and the ability to provide information and service to library staff, University faculty and personnel, and external contacts. Key competencies required are time management skills, the ability to prioritize and maintain a realistic balance among multiple priorities, attention to detail and accuracy, excellent verbal and written communication skills, the capability to handle confidential matters with discretion, and the ability to interact with colleagues and coworkers to maximize team productivity and collegiality.

**RESPONSIBILITIES:**

- Serves as initial contact for the Director of Libraries with all library staff, University constituents and external contacts.
- Processes and prepares all required University paperwork including Check Requests, Purchase Orders, Budget Transfers, Travel Requisitions, and other forms. This includes reconciling check requests against receipts submitted and assigning proper budget codes to all expenditures.
- Compiles all invoices for the library for the Director’s approval; enters approved invoices into EPR for payment processing. Coordinates with Accounts Payable to ensure the proper documentation is on file for new and existing vendors. Follows up with Accounts Payable on any billing inquiries from the vendors.
- Prepares regular reports to monitor and track budgets across the University libraries’ budget codes.
- Prepares and submits all invoices for payment through Concur for the two separate Fordham Library AmEx accounts.
- Coordinates acquisition of office supplies, furniture, equipment, catering, etc., for the library. Maintains an inventory and monitors budget for supplies. Manages pantry supplies for Walsh and Quinn libraries.
- Schedules, participates, and maintains minutes in regular library Department Heads meetings.
- Maintains electronic and paper files for library and University receipts, forms, and other documents. This includes vendor contracts, maintenance agreements, warranties, proofs of purchase, statistics, attendance cards, staff directory, hours of the libraries, etc. Verifies accuracy of maintenance agreements and coordinates the approval of these contracts within the University and with vendors.
- Monitors and maintains the online database of statistics for the University Libraries.
- Creates and maintains documentation per the Director’s instructions for COVID-19 contact tracing capabilities.
- Monitors the physical plant of the University libraries on an ongoing and frequent basis, reports problems and sends work orders to Facilities. Coordinates maintenance and repairs. When necessary, communicates with library staff regarding these problems.
- Completes important aspects of communication, including drafting acknowledgment letters, correspondence, and other tasks that facilitate the Director’s ability to successfully lead the library.
- Answers and assists with day-to-day staff inquiries, as well as providing service and information to those outside the University who inquire or are visiting the library.
- Assists Director of Libraries with arrangements for meetings, conferences, and appointments.
- Answers phones in the Administrative Office and routes calls to the appropriate persons, takes messages and regularly check office voicemail.
- Coordinates mail/package pickup and delivery. This includes furniture and equipment deliveries. Sorts and prioritizes incoming daily mail.
QUALIFICATIONS:
- B.A. required
- Excellent computer skills including, but not limited to, Google Drive, Microsoft Word, Excel, Power Point;
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks with excellent attention to detail.
- Strong interpersonal skills and the ability to build relationships with library staff, the University community, and external constituents.
- Independent worker able to follow through on projects and assignments with little supervision.
- Proven ability to handle confidential information with discretion.
- Expert verbal communication skills.
- Demonstrated writing ability, including creation and editing of press releases, announcements, etc.
- Mandatory Competency Testing.

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 AND RESUME TO: libraryadministration@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*