CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK  Executive Secretary – Level 5

DEPARTMENT:  Fordham College, Lincoln Center

African and African American Studies
Latin American and Latino Studies
History, BFA Program

RESPONSIBILITIES:
• Provides clerical support for departments listed above: telephone messages, mail distribution, ordering supplies, departmental and program files.
• Prepares course schedules for programs and departments.
• Organizes events such as guest speakers and gatherings
• Advertises events, including making and posting fliers, order refreshments, etc.
• Processes adjunct contracts and manages adjunct evaluations.
• Provides basic support for adjuncts, including scheduling office hours.
• Coordinates student worker tasks and assignments.
• Makes room reservations.
• Performs other appropriate tasks as they emerge.

QUALIFICATIONS:
• High School Diploma or Equivalent Required. B.A. Preferred
• Minimum one year of professional experience required.
• Command of Microsoft Word, Excel, Banner: web page updates and basic design
• Strong interpersonal, oral, and written communication skills
• Punctuality, reliability, and ability to work independently
• Mandatory Competency Testing
• Demonstrated 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.