CLERICAL POSITION ANNOUNCEMENT

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

DEPARTMENT: Economics, Rose Hill

POSITION SUMMARY:
The Department Executive Secretary is the primary point of contact for all administrative matters in the Economics Department. Under the direction of the Chair, the Secretary handles the department’s operational needs, coordinates the work of non-instructional staff, and supports students and faculty.

RESPONSIBILITIES:
- Provides administrative support to the Chair, Associate Chairs, and Graduate Director and oversees office procedure development and implementation.
- Serves as departmental office manager and assists with delegation of duties and training of secretarial staff when relevant. Trains part-time hourly and student workers.
- Assumes responsibility for department budget administration: assist Chair with yearly budget preparation, maintain and reconcile departmental budgets process, initiate budgetary forms such as check requests, purchase orders, budget transfers, capital budget, and timesheets for student workers, etc.
- Maintains forms and procedures for new staff and trainee orientation (I-9 Certifier).
- Organizes and submits orders for software and classroom supplies for all faculty.
- Assists with the processing of faculty stipend payments, conference expenses and other event reimbursements.
- Coordinates special events, seminars, talks/lectures at both campuses.
- Coordinates classroom schedules and course inventory.
- Assists with data for the departmental annual report and the Faculty Activity Report.
- Assists in the preparation and design of promotional materials (e.g., flyers advertising a new course or program) and distributes the materials for graduate and undergraduate programs.
- Assists in the administration of the graduate programs and future graduate programs, including registration, record maintenance, graduation, and GSAS policies and procedure.
- Works closely with GSAS on all matters pertaining to the current and future graduate programs.
- Coordinates with Career Services to help graduate students with job and internship placement.
- Assists undergraduate students with course registration issues related to their Major and/or Minor, declaring Major/minor.
- Serves as primary liaison with Academic Records, the Office of Payroll, Accounts Payable, FAS Office, Provost Office staff, GSAS staff, and Campus Operations/Facilities.
- Assists chair with all reappointment and renewal and tenure contracts.
- Handles forms and paperwork related to Non-Tenure line full and part time faculty.
- Handles ad hoc projects and troubleshoots issues as they arise.

QUALIFICATIONS:
- High School Diploma or Equivalent Required. B.A. Preferred.
- Three (3) years of administrative experience desired, preferably in a fast paced academic or professional setting.
- Proficiency in Microsoft Office Suite and Banner preferred. Proficiency or willingness to learn website platform.
- Proficiency in Google Suite Apps.
- Ability to learn new applications/software such as MightyNetworks and Canva.
- Ability to handle department budget.
- Independent, proactive approach to responsibilities, planning, and project and event management. Ability to take initiative.
- Excellent writing, speaking, and organizational skills; attention to detail and accuracy.
- Excellent judgment, diplomacy, and discretion necessary in handling confidential and/or sensitive materials.
- Knowledge of and commitment to the Jesuit mission in higher education.
- Mandatory Competency Testing.
- Demonstrated Writing Ability.

SALARY: $1933.32 Bi-Weekly

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: ajofrancis@fordham.edu

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