



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A09060

Date: 08.27.21

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Project Coordinator and Executive Assistant to the Dean

DEPARTMENT: Faculty of Arts and Sciences (FAS)
Rose Hill

POSITION SUMMARY:

The FAS Project Coordinator and Executive Assistant supports the Dean of the Faculty of Arts and Sciences/ Associate Vice President for the Arts and Sciences and the Associate Dean, FAS. Under the direction of the Dean and Associate Dean, the Administrator coordinates the FAS strategic initiatives and office projects, prioritizes, and organizes office documentation, and manages events on the Dean's calendar.

RESPONSIBILITIES:

- Coordinates the timeline and related materials for FAS committees and councils, including the Conference of Arts and Sciences Deans (CASD), Periodic Program Reviews, Arts & Sciences Council subcommittees, and the like.
- Coordinates FAS-led contribution to any ongoing strategic University initiatives, such as the Core Revision Committee, the Interdisciplinary Programs Task Force, etc.
- Supports the Dean's email accounts. Organizes communications to FAS staff via the corporate email account fas@fordham.edu.
- Manages communications with and coordinates the Dean's supervisory responsibilities in relationship to 20 department chairs and 20+ interdisciplinary program directors.
- Oversees the daily schedule for the Dean and Associate Dean. Coordinates the Dean's and Associate Dean's calendars.
- Monitors progress on FAS annual projects and goals and identifies and troubleshoots issues as they arise.
- Maintains and oversees FAS electronic filing systems on the network (S) drive and the shared Google drive including the creation and implementation of SOP for the use of both systems.
- Develops and maintains FAS Business Continuity Plan.
- Handles ad-hoc projects and troubleshoot issues as they arise.

QUALIFICATIONS:

- Bachelor's Degree; or in lieu of the degree, three to five years of administrative experience, preferably in a fast paced academic or professional setting.
- Demonstrated superior written and oral communication skills; organization and time management skills.
- Proficiency with Google apps (email, calendar, Google Docs, sheets) and the MS Office suite.
- Independent, proactive approach to responsibilities, planning, and project and event management. Ability to take initiative and eager and able to learn on the job.
- Excellent judgment, diplomacy, and discretion necessary in handling confidential and/or sensitive materials.
- Knowledge of and commitment to the Jesuit mission in higher education.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: vkenny1@fordham.edu

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Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*