EXECUTIVE SECRETARY, (LEVEL 5/6)

FORDHAM SCHOOL OF PROFESSIONAL AND CONTINUING STUDIES (PCS)

RESPONSIBILITIES:
- Provide support to all PCS Programs and Administrative staff with primary responsibility for Academic Programs.
- Manage office activities, such as: scheduling appointments, answering phones, receiving visitors, generating and managing office correspondence, producing flyers, memos, mailings, processing payments, Adjunct and Guest Lecturer contracts, supply orders, and disseminating department information.
- Process and handle confidential paperwork related to transcripts, immunizations, military records, disciplinary actions, compliance, and transactions involving international scholars and students.
- Create and maintain databases.
- Liaise with coordinating departments including Academic departments, Enrollment Services, Procurement, payroll, and Career Services.
- Process pricing and registration for corporate, special, and customized programs.
- Arrange and attend on campus events, information sessions, and student-related activities.
- Schedule and administer CLEP and CSA Exams.
- Perform research on competing programs.
- Cross-train with other campus secretaries as required.
- Able to work during peak cycle with extended hours during those times April 15 – July 15.
- Able to 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 years clerical/office experience preferably in a college environment.
- Experience with University registration/CRM/payment/scheduling systems (e.g. Slate/Banner/Touchnet/25 Live).
- Excellent knowledge of MS Word, Excel, Access, and PowerPoint.
- Familiarity and aptitude with social media platforms and creating/editing web content.
- Adept at collecting and manipulating data.
- Strong customer service orientation and the ability to work within a diverse community.
- Strong writing, oral, and interpersonal skills.
- 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, with a willingness to take initiative.
- Mandatory Competency Testing.
- Demonstrated Writing Ability.

SALARY: $1,933.32 Bi-Weekly (External Candidates Level 5 only)
$2,107.14 Bi-Weekly (Internal candidates Level 6)*
*Level 6 must meet the required criteria

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: rdiamond7@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.