## CLERICAL POSITION ANNOUNCEMENT

**Position:** Executive Secretary (Level 5)

### DEPARTMENT:
- Graduate School of Education
- GSE Dean’s Office
- Lincoln Center

### RESPONSIBILITIES:
- Provides a full spectrum of clerical support to the Associate Dean and Dean as required and requested in the Graduate School of Education, Dean’s Office.
- Assures timely input of data and information and reporting.
- Produces timely and accurate reports using the Fordham database systems and technological tools such as Banner, DegreeWorks, WebFocus, Google Drive, Zoom, etc.
- Supports the Associate Dean in planning and executing meetings, activities, including room reservations via 25Live.
- Promptly answers and appropriately routes phone calls and email inquiries, taking complete messages, information, and contact information.
- Submits and follows up on work orders for building services, IT support, phone support, media services, and other needs.
- Assumes responsibility for providing and maintaining accurate Master’s and Doctoral students’ graduation application reports to the Division Chair and Vice-Chair.
- Photocopies handouts, organizes administrative, and course materials as requested.
- Ensures that office supplies (photocopy paper and toner, printer cartridges, office supplies, etc.) are inadequate supply and installed as needed.
- Responds to faculty and administrator requests and documentation, including emails on a timely manner.
- Tracks, in writing, Associate Dean’s requests by keeping accurate documentation and personally following up through completion.
- Disseminates print and electronic information as requested by Associate Dean, Dean, or Dean’s Assistant.
- Supports the Associate Dean daily, including scheduling appropriate appointments.
- Helps to track and ensure proper processing of all academic forms of student documentation.
- Collects and processes forms and materials a required for the position.
- Keep a calendar and a checklist of accreditation related due dates and monitors submission of accreditation reports. Assists in making all arrangements for accreditation site visits for all GSE programs.
- Regularly corresponds with students via the division corporate e-mail account, including sending mass emails to students.
- Assists students at all times, especially during high-traffic periods (such as Add/Drop and Registration) in person, on the phone, or via email. Duties include assisting students with registration.
- Runs reports on Banner, such as RLAB, CourseBook Generator, DegreeWorks Graduation Statistics Report, for Associate Dean or Dean.
- As technological improvements are made, duties and qualifications may be modified.
- Performs other duties as assigned.

### QUALIFICATIONS:
- High School Diploma or Equivalent Required. B.A. Preferred.
- Three to five years of office experience required.
- Proficiency with Microsoft Word, Excel, and PowerPoint, and familiarity with the web.
- Familiarity with technology to set up virtual meetings via Zoom, conference calls, etc.
- Excellent organizational skills and ability to work independently, following through on projects and assignments with little direct supervision.
- Proficiency in general office systems and protocols such as filing and general office organization.
- Knowledge of basic office protocols and format for memos, letters, and other correspondence.
- Interpersonal skills with a customer-service orientation.
- Mandatory Competency Testing
- Demonstrated Writing Ability

### SALARY:
$1933.32 Bi-Weekly

### FLSA CATEGORY:
Non-Exempt

### START DATE:
ASAP

**SEND LETTER, RESUME TO:**
gsedean@fordham.edu

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