CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK
Executive Secretary, Level 5

DEPARTMENT:
Gabelli School of Business
Lincoln Center

RESPONSIBILITIES:
• Provides comprehensive administrative support to the Career Development Center (CDC) functional area, reporting to the Director of the Career Development Center.
• Schedules appointments for the Director and maintains the CDC team calendar.
• Schedules and reserves rooms for CDC events, CDC staff meetings, including but not limited to employer information sessions, interviews, workshops and other events. Arranges for catering and event resources as required.
• Oversees student registration at all CDC events.
• Creates and updates CDC presentation materials and other documents as assigned, using Word, PowerPoint, Excel, and other appropriate software.
• Edits, fact-checks, proofreads, and helps conceive marketing and CDC promotional materials to students, professors, and staff, including but not limited to web copy, emails, e-newsletters, event programs, brochures, and posters.
• Drafts, proofreads and sends internal and external correspondence as directed on behalf of the Director, the career advisors, the corporate partnerships staff, and the executive education staff.
• Assists with the management of CDC electronic files and manages incoming and outgoing materials distribution for CDC staff.
• Maintains résumé books for specific academic programs as assigned.
• Checks the CDC@fordham.edu e-mail and directs incoming messages accordingly.
• Assist the Director with the employment reporting process for internal purposes as well as for external sources (Bloomberg and U.S. News).
• Coordinates all day-to-day financial transactions, including reimbursements, and check requests for the Director and career advising staff. Acts as the receptionist for the CDC unit. Fields telephone and in-person inquiries from students, employers, and all CDC clients, and handles additional front-desk duties as assigned.
• Sends faxes, makes photocopies and maintains appropriate level of office supplies for the CDC office.
• Manages, monitors and orders Graduate student business cards and CDC promotional/ giveaway materials.
• Provides backup support for the Recruiting Manager during particularly busy times.
• Provides backup on-site support for executive education and Gateway programming during particularly busy times as requested.
• Coordinates the hiring process and project assignment schedule for CDC graduate assistants.
• Performs other tasks as determined by the Director.

QUALIFICATIONS:
• High School Diploma or Equivalent Required. B.A. Preferred.
• One (1) to three (3) years of work experience in an academic, business, or other office setting required.
• Proficiency with Word, Excel, and PowerPoint.
• Mandatory Competency Testing
• Demonstrated Writing Ability
• Ability to work well with a broad range of people, especially students.
• Capacity for multitasking and a positive, welcoming attitude to all assigned tasks.
• Excellent organizational and teamwork skills, and a strong work ethic.
• Professional, cordial demeanor in person, on the phone, and in written communication
• Ability to meet deadlines consistently and function well in time-sensitive situations.

SALARY: $1,933.32 Bi-Weekly

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: cdc@fordham.edu

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