EXECUTIVE SECRETARY (LEVEL 5) - FORDHAM COLLEGE DEANS OFFICE

Fordham College Deans Office
Rose Hill

RESPONSIBILITIES:
• Provides support in a busy academic office, primarily to the Assistant Dean for Juniors and the Assistant Dean for Seniors, and to other deans as needed.
• Serves as first point of contact primarily for juniors and seniors and, as appropriate, faculty and parents; provides standard information and referrals to SSC Navigate for appointment scheduling.
• Monitors corporate email addresses for each dean, responding to routine inquiries and forwarding complex questions to the appropriate dean.
• Sends emails to each class on behalf of the appropriate dean using the Fordham Messaging Platform.
• Maintains confidential records relating to the academic progress of junior and senior students.
• Assists in event planning for all Dean’s Office events, including but not limited to the Graduate School Workshops, Encaenia, the FCRH Diploma ceremony, and the Annual FCRH Research Symposium.
• Uses Banner and the Student Success Collaborative software to run regular reports for the Junior and Senior Deans, including regarding academic progress, and danger of failing notifications.
• Monitors and routes student submissions for standard requests, such as fifth course waivers.
• Provides support to the Class Dean’s Office during course registration days and other high-volume periods.

QUALIFICATIONS:
• High School Diploma or Equivalent Required. B.A. Preferred.
• Three (3) three years of secretarial experience or equivalent, preferably in higher education.
• Proficiency in Microsoft Word, Excel
• Strong organizational and communication skills and comfortable with multitasking.
• A team player with strong interpersonal skills.
• Ability to maintain discretion and confidentiality
• Mandatory Competency Testing
• Demonstrated Writing Ability

SALARY: $1933.32 Bi-Weekly

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: RHDeanRecruit@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