CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Executive Secretary, Level 5

DEPARTMENT: Office of Student Financial Service
Rose Hill

POSITION SUMMARY:
Under the direction of the Assistant Vice President for Student Financial Services, the Executive Secretary is responsible for supporting the Assistant Vice President for Student Financial Services in day-to-day activities.

RESPONSIBILITIES:
- Maintains library of State and Federal Regulations for regulatory compliance (i.e., FISAP, PPA).
- Evaluates, prioritizes, and disseminates flow and communication of regulatory and informational publications and updates throughout the office and to all other departments affected.
- Communicates with parents and students to provide courteous and timely service.
- Handles calls and correspondence.
- Evaluates situations requiring immediate attention, handles or arranges for appropriate problem resolution.
- Word process correspondence, memos, reports, etc., creates/enhances and updates Excel spreadsheets and databases; and assists in proofreading applications and publications.
- Coordinates and sets-up meetings, records and distributes minutes from meetings.
- Supervises flow of appeals/reconsiderations from receipt to student notification, run reports and monitors completion.
- Maintain department operational budgets for both Lincoln Center and Rose Hill Student Financial Services offices.
- Coordinate purchases and travel arrangements.
- Works during peak cycles and extended hours during peak times.
- Perform other tasks and duties as assigned.

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 and Excel.
- Knowledge of PowerFAIDS and/or Banner.
- Strong organizational and communication skills and comfortable with multitasking.
- Ability to maintain discretion and confidentiality.
- Demonstrated Writing Ability.
- Mandatory Competency Testing.

SALARY: $2107.14 Bi-Weekly

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO:
ffreeman@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