Position: C01495

Date: 04/05/22-04/11/22

CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Executive Secretary – Level 5

DEPARTMENT:
Gabelli School of Business
Lincoln Center

RESPONSIBILITIES:
• Assists with employer recruiting administration including creating customized resume books for employers and communication with students on these opportunities.
• Provides administrative support to the Personal and Professional Development Center reporting to the Director of Undergraduate Career Advising for Undergraduate Programs.
• Schedules and reserves rooms and maintains tracker for PPD events, including but not limited to workshops, mock interview events, and team meetings.
• Oversees communication to students and registration for PPD events such as Resumania.
• Maintains résumé books for specific academic programs as assigned.
• Creates and updates PPD presentation materials and other documents as assigned, using Word, PowerPoint, Excel, and other appropriate software as well as maintains shared drive.
• Drafts, proofreads, and sends internal and external correspondence as directed on behalf of the Director of Undergraduate Career Advising and the career advisors.
• Coordinates incoming and outgoing materials distribution for PPD staff. Arranges for event resources and catering as required.
• Checks the main PPD e-mail account and responds to or directs incoming messages accordingly.
• Acts as first in-person office contact with students for PPD. Fields telephone questions and helps with inquiries from students, employers, and all PPD clients, and handles additional duties as assigned.
• Performs other tasks, such as First Destination project work, as determined by the Director of Undergraduate Career Advising.

QUALIFICATIONS:
• High School Diploma or Equivalent Required. B.A. preferred.
• One to three years of work experience in an academic, business, or other office setting.
• Proficiency with Word, Excel, PowerPoint, and similar products.
• 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
• Mandatory Competency Testing
• Demonstrated Writing Ability

SALARY: $1933.32 Bi-Weekly

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: cbush5@fordham.edu

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