CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK          Executive Secretary - Level 5

DEPARTMENT:       Gabelli School of Business
Lincoln Center

RESPONSIBILITIES:

General Area Chair and Faculty Support
- Provide a full spectrum of clerical assistance to the chairs and faculty of the Leading People and Organizations area and the Information, Technology, and Operations area, ensuring both areas are smooth and functioning
  - Includes but not limited to making copies, typing up communications, contacting external stakeholders/vendors, downloading reports, data entry, handling meeting logistics
- Create unique area Google calendars with all faculty teaching schedules for each semester.
- Support the undergraduate and Master of Science programs that are housed within both areas
  - Act as a point of contact with other departments that service these programs
- Coordinate in-person/Zoom meetings, conferences, research seminars, and events on behalf of your respective faculty areas and any affiliated centers
- Prepare monthly expense reports for both area chairs in a timely manner to meet Budget Office deadlines
- Provide support for faculty recruiting efforts including:
  - Downloading and preparing applicant paperwork for the invitation and hiring of faculty
  - Arranging scheduling, lodging and other travel logistics
  - Managing Google Forms and Qualtrics surveys for voting
- Create and maintain a shared Google Drive folder with industry partners contact information and other external contacts
- Set up and attend area meetings and takes meeting minutes to distribute afterwards
- Maintain an ongoing list of graduate and research assistants for faculty under your areas each semester

Teaching support
- Centralize all area course syllabi in a shared Google Drive folder for area reference
- Send out mid-term course evaluation surveys upon request from faculty
- Assist faculty with logistical arrangements for guest speakers for the areas
- Assist LPO faculty with 360 Leadership Project for Principles of Management (POM) and distribute and track response rates for 360 Qualtrics surveys for area courses, upon request
- Provide support for specifically requested edits on Blackboard/Canvas upon request
- Assist with communication with the LPO honors student group
- Set up and maintain a shared Google Drive to track GSB student competitions related to both areas
- Support faculty with various student events

Marketing/PR
- Maintain a shared Google Drive of both area faculty publications
- Maintain a document repository of both area offerings: concentrations, courses, projects, grants
- Assist in ensuring current content on the LPO and ITO web pages via quarterly reviews
QUALIFICATIONS:
• High School Diploma or Equivalent Required; B.A. Preferred
• One to three years of clerical/administrative work experience required in an academic, corporate, or other office setting.
• Strong technical skills using Microsoft Office Suite (Word, Excel, PowerPoint) and proficient with Google Calendar and Google Drive
• Ability to learn and apply other software trainings (Blackboard, Concur) to manage your responsibilities
• Excellent organizational and interpersonal skills
• Attention to detail
• Accountability and follow-through
• Self-motivated and eager to grow, learn and develop
• Ability to simultaneously handle and prioritize diverse tasks and provide clear and effective communication on their status
• Ability to work effectively with various groups, including faculty, students, and administrators
• Mandatory Competency Testing
• Demonstrated Writing Ability

SALARY: $1933.32 Bi-Weekly
FLSA CATEGORY: Non-Exempt
START DATE: ASAP
SEND LETTER, RESUME TO: Josefina Kocovic
jkocovic3@fordham.edu

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