CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK
Executive Secretary, Level 5

DEPARTMENT:
Graduate School of Arts and Sciences (GSAS)
Rose Hill

RESPONSIBILITIES:
• Supports the Director of Finance and Administration by processing invoices, budget and interdepartmental expense transfers, reimbursements, and payroll requests in a timely manner.
• Maintains complete accounting records for all paperwork; follow up and resolve accounts payable issues.
• Handles submission of student worker hiring and payroll documentation for necessary approvals, including approval of student duties as an attendant on their graduate studies.
• Processes the ordering of general office supplies through Fordham’s Procurement Office.
• Handles all initial telephone and email inquiries and greets visitors/guests at the front desk at Keating 222.
• Provides logistical assistance for events/meetings hosted by the Dean.
• Serves as back up to the GSAS Administrative Coordinator as necessary, including by resolving facilities-related issues, processing room reservation requests, and documenting staff vacation requests.

QUALIFICATIONS:
• High School Diploma or Equivalent Required. B.A. Preferred.
• Superior customer service orientation; comfortable in interacting with students and faculty members in a professional and efficient manner.
• Excellent organizational skills.
• Meticulous manner and strict attention to detail are critical.
• Excellent data entry and word processing skills.
• Ability to maintain discretion and confidentiality is essential.
• Mandatory competency testing.
• Demonstrated Writing Ability

SALARY: $1,933.32 Bi-Weekly

FLSA CATEGORY: Non-Exempt

START DATE: ASAP

SEND LETTER, RESUME TO: gsasdean@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