CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Executive Secretary, Level 5
DEPARTMENT: Law School, Office of Student Affairs, Lincoln Center

RESPONSIBILITIES:
Reports to and provides complete clerical support to the Assistant Dean of Student Affairs, 3 administrators, and the LL.M.s hired to teach the language for Lawyer non-credit courses.

- With the direction from Student Affairs Administrators, assists in the organization and coordination of the following:
  - Orientations for Day, Evening and Transfer Students;
  - AEP’s Summer and School year workshops;
  - Family Day;
  - Mini-section dinners;
  - Student Leaders Meetings, Notes After Class with Dean (wine tasting) and Cupcake Days sponsored by the Dean;
  - Dean’s Reception, Commencement and Diploma Ceremony;
  - End of year dinners by student groups;
  - Pipeline programs sponsored by the Law School (CLEO, Legal Outreach, John Jay College);
  - Pieper Bar Review Class;
  - Pizza Nights for Evening Division Students;
  - Academic Year Awards Ceremony;
  - Stress reduction workshops;
  - Movie ticket distribution to students;
  - and other programs as determined by the Assistant Dean of Student Affairs
- Acts as receptionist for the office and the four administrators
- Manages the calendar of the Office’s four administrators and schedules all programs hosted by Student Affairs.
- Pays bills and accounts for expenses of the office.
- Coordinates reimbursements for the faculty lunches with students, SBA funded groups, the Board of Student Advisors and office of Student Affairs administrators.
- Prepares and distributes The Weekly Brief – the newsletter for students.
- Makes travel arrangements for staff and student organizations.
- Under the direction of the Director of Student Affairs, coordinates the student locker system and the student mailboxes.
- Collects and prepares all time sheets for review and signature by the Assistant Dean of Student Affairs.
- Attends all office staff meetings.

QUALIFICATIONS:
- High school diploma or equivalency required, college degree preferred.
- Must have excellent communication, interpersonal, customer-service and organizational skills
- Must be detail-oriented and a team player with a professional manner
- PC-computer literate with a high proficiency in Windows, MS word, and knowledge of Excel required
- Experience in web-design a plus
- Mandatory Competency Testing

SALARY: $1,737.06 bi-weekly
START DATE: ASAP
Send letter and resume: Darin Neely
dneely@law.fordham.edu
Please, no phone calls.

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