CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Executive Secretary, Level 5
DEPARTMENT: Office for Student Involvement, Rose Hill

RESPONSIBILITIES:

- Assists the Assistant Dean, Director and Assistant Directors in running a high traffic office that oversees Student Activities, Commuter Student Services, the McGinley Center, and New Student Orientation
- Provides clerical, telephone, scheduling, and computer support for the Assistant Dean and all Directors and Assistant Directors at the Rose Hill campus including front-desk reception
- Maintain the reception area for the Office for Student Involvement-- answer main telephone line in a friendly and patient manner, direct phone calls and inquiries, greet students and guests, handle inquiries and manage traffic flow
- Maintains general email account for the office
- Provide administrative support that may include drafting and preparing final versions of documents and correspondence, developing spreadsheets and reports, development and distribution of meeting agendas and minutes, and assists in special projects
- Assists with updating departmental websites
- Assists the Assistant Director for Campus Center Operations with the supervision of student workers
- Assists with reviewing and approving flyers for posting around campus
- Assists with the distribution and management of locker rentals in the McGinley Center
- Responsible for the inventory and ordering of office supplies, stationery, balloons and helium tanks.
- Maintains club usage of copy cards.
- Maintains updated office forms, notices, and contact information on OrgSync.
- Oversees the sales of discount movie tickets and Metro Cards.
- Assists with the tracking of staff vacation schedules.
- Handles reimbursements for the vending machines in the McGinley Center.
- Oversees the distribution and collection of keys for spaces maintained by the Office for Student Involvement, including offices and club spaces.
- Assists with processing petty cash requests, deposits, check requests, and purchase orders for clubs and organizations.
- Provides assistance with ensuring that all interdepartmental transfers have been credited to the correct accounts in Banner financial system.
- Other assignments as deemed necessary by the Assistant Dean

QUALIFICATIONS:

- High school diploma is required. College degree preferred
- The ideal candidate will possess enthusiasm for working in a student-centered environment and proficiency for building and maintaining excellent relationships with departments, faculty, and student groups across campus.
- Oversight experience of student workers or equivalent preferred
- Proficiency in Adobe Acrobat, MS Word, Excel, Access, PowerPoint and Gmail
- Also must be detail oriented, resourceful, and flexible, have a high level of organizational and communication skills, be friendly and have an outgoing personality.
- At least one year of experience in higher education, conference services, or hospitality services is preferred

SALARY: $1,737.06

START DATE: 9.11.17
Send letter and resume: Cody Arcuri
carcuri@fordham.edu

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Fordham is an Equal Opportunity Employer.