CLERICAL POSITION ANNOUNCEMENT

TITLE: Executive Secretary, Level 5
DEPARTMENT: Psychology, Rose Hill

RESPONSIBILITIES:

- Reports primarily to the Department Administration and more generally to the Chair
- Works with the Clinical Program Director serving as liaison between the program director and graduate students and faculty. Supports planning and coordination with program director on a variety of different tasks including:
  - Oversee collection and data entry of clinical student and program outcome data; update multiple spreadsheets for program outcome assessment. Prepare reports and summaries of student and program outcomes, utilizing data files, spreadsheets, and descriptive statistical analyses.
  - Organizes the admissions process for prospective doctoral students, including data entry, managing all email correspondence, scheduling applicant interviews, managing interview day logistics, collect/enter faculty ratings from application review and interviews, liaison with the GSAS Admissions staff, and data entry/oversight for online admissions requirements.
  - Assists doctoral students applying for Intern/Externship; know how to use mail merge to generate multiple letters simultaneously.
  - Assists in the coordination and dissemination of mid- and end of year-letters for clinical students, and confirms receipt of letters.
  - Maintain all necessary records for program accreditation and assist in the preparation of site accreditation reports, and site visits along with assisting the program director to complete/post online annual Data Disclosure documentation for accreditation. Maintain all necessary records for program accreditation.
  - Assist in the coordination of the Clinical Topics Seminar (CTS)
  - Oversee the collection and dissemination of clinical program forms and resources on the clinical Google Drive folder
  - Oversees the Google calendar and Google Drive for the clinical program and director.
- Data entry of student records, and maintains all student records and databases.
- Organize the Comprehensive Examination (copy/distribute test, create codes for USB/create envelopes/book computer labs for test taking/collect envelopes/set up emails to distribute test/enter data into database/letters to students/list to Department Administrator for Dean’s office for all student passing exam).
- Process matriculation forms.
- Assists students with administrative needs at the direction of Department Administrator.
- Coordinates events for the department including but not limited to graduate program meetings and program related events.
- Understands the need for flexibility in responsibilities as a function of the needs of the Department.

QUALIFICATIONS:

- High School Diploma required, some college preferred. Two plus years related experience.
- Working knowledge of Microsoft Office, Excel and ability to quickly learn other computer applications.
- Mandatory Competency Testing.
- Must be well organized and highly motivated with strong interpersonal and communication skills, Punctuality, and reliability are essential. Must be able to work well with others in a collaborative atmosphere and have a positive attitude.

SALARY: $1,737.06 bi-weekly
START DATE: ASAP

Send letter and resume: Mary Nolan, HR Generalist
hr@fordham.edu

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