Position: C00665  Date: 9.26.17- 10.2.17

CLERICAL POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Senior Secretary, Level 4

DEPARTMENT: Public Interest Resource Center (PIRC),
         Law School, Lincoln Center

RESPONSIBILITIES:

- Assists with all aspects of the administration and operation of the Public Interest Resource Center (PIRC).
- Answers and directs calls, emails and in-person inquiries.
- Handles logistics for all PIRC events, programs, conferences, and meetings including space reservations, internal and external publicity, space set-up, catering, registration, reimbursements, notifications, etc.
- Updates PIRC’s employer database.
- Compiles, formats and e-distributes PIRC’s weekly newsletter.
- Assists in updating and maintaining the PIRC website.
- Maintains and updates PIRC’s on-line calendar.
- Maintains information on PIRC student leadership and PIRC student groups.
- Schedules appointments and meetings.
- Orders and maintains all office supplies and equipment, including handling any needs for service repairs.
- Prepares, processes, and maintains files for all check requests, purchases orders and related paperwork with appropriate budget numbers.
- Handles all travel arrangements, expenses, and reimbursements requests for PIRC staff and students.
- Collects, reviews and distributes PIRC’s mail.
- Makes copies for all meetings and events, and maintains all PIRC budget and archival files.
- Such other tasks as directed by the Assistant Dean and the Directors of PIRC.

QUALIFICATIONS:

- High school diploma required, some college and/or BA preferred.
- Extremely well organized with great attention to detail and ability to multi-task.
- Excellent interpersonal skills. Positive, friendly, helpful attitude and passion for service mission of the PIRC.
- Independent, self-motivated worker able to follow through on projects and assignments with little supervision.
- Able to represent PIRC to students, alumni, faculty and administrators at the Law School and the University as well as many professionals outside the organization.
- Excellent computer skills including Microsoft Word, Access and Excel; and g-mail, Facebook, and other social media.
- Mandatory Competency Testing.

SALARY: $1,605.37 biweekly

START DATE: 11.27.17

SEND LETTER, RESUME TO: Tom Schoenherr
Assistant Dean, Public Interest Resource Center
Fordham University School of Law
Email: tschoenherr@fordham.edu
No calls, please.

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