

TOURO COLLEGE

JOB POSTING

Executive Secretary for Dean of Students

Reports to: Office Manager
Status: Full Time
FLSA: Non-Exempt
Location: Brooklyn-One day a week in Manhattan

About Touro College:

Touro College is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was established in 1971 primarily to enrich the Jewish heritage, and to serve the larger American community. Over 18,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles, are separately accredited institutions governed in common by the same Board of Trustees as Touro College.

JOB SUMMARY:

The Executive Secretary is responsible for administrative support to the Dean of Students office and the Office Manager.

JOB RESPONSIBILITIES:

Provide support to the Dean of Students office but not limited to the following:

- Responsible for typing memos, letters, and general correspondence
- Responsible for entering and updating information into the system and creates reports
- Creates files and follows up with any missing documents
- Responsible for responding to phone calls from prospective students and answering questions; forward certain calls to appropriate advisor. Mail requested documents
- Meets and greets all visitors
- Processes on-line documents
- Interacts with different departments (list)
- Interacts with upper level personnel
- Prepares requisitions for department, follows up on difficulties; Keeps track of all orders by the department
- Maintains master list
- Responsible for general administrative support
- Posts and types flyer announcements
- Participates and attends meetings
- Liaison between Dean and students
- Responsible for ordering supplies

REQUIREMENTS:

Education, Preparation, and Training

- Bachelor's Degree
- 2-5 years experience

Skills

- Strong interpersonal skills
- Energetic, reliable, responsible
- Able to prioritize multiple projects in a fast paced environment
- Excellent written and verbal communication
- Well organized and excellent telephone skills

Physical Demands

- Extensive time sitting and standing
- Extensive use of computers
- Ability to lift 5 pounds

Computer Skills

- Proficiency in Microsoft Office Suite, Internet research and Outlook

Travel

- Local travel

Application Procedure:

Please send a cover letter with salary expectations and your resume to: recruit.hr@touro.edu. The subject line of your email should read: "Executive Secretary Dean of Students"

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