BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Administrative Assistant

DEPARTMENT: Finance

FUNCTION: The Administrative Assistant supports the Executive Director of Finance and the daily operations of the Finance Department by serving as an administrative liaison between staff, students, public officials, community, vendors and all departments within the College.

REPORTS TO: Executive Director of Finance

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provides administrative and secretarial support to the Executive Director of Finance, which consists of maintaining calendar by coordinating meeting schedules, food service, and travel arrangements as needed; maintaining and updating files and electronic databases.
2. Prepares and receives confidential correspondence; creates general reports and/or summarizes data when requested.
3. Gives work direction to other members of the Department as assigned.
4. Requisitions supplies, equipment and services.
5. Uses Colleague to perform office operations, such as processing purchase requisitions, keeping TIME, and running reports.
6. Monitors departmental budget expenditures and transfers funds appropriately.
7. Assists with research and preparation of materials for Board of Trustees’ meetings, college-wide committees and college-wide mailings.
8. Performs additional duties as assigned by the Executive Director of Finance.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Demonstrates understanding of the community college mission and practices an open door policy. Excellent organizational skills with special attention to detail ability to multi-task and prioritize; able to work at all levels within a diverse community; demonstrates flexibility and a self-starter. Has basic proficiency in the use of the Microsoft Office suite. Datatel’s Colleague, preferred. Exhibits strong skills in:

- Communication
- Customer and Student Focus
• Building Relationships
• Organizing
• Planning

**Education:** At least 2 years of college, business or secretarial school; Associates Degree, preferred.

**Experience:** Seven years of progressively responsible secretarial or related experience.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by:  
Name/Title  
Date: 

Approved by:  
Name/Title  
Date: 

Reviewed by:  
Human Resources  
Date: 

Board Approval:  
Board Approval  
Date: 

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**