BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Administrative Associate/Confidential

DEPARTMENT: Human Resources

FUNCTION: Provides administrative supports for the Executive Director of Human Resources. Performs administrative functions; creates reports, maintains accurate records, provides customer service support for both internal and external communities. Assists in professional development activities, including contacts with internal and external training professionals, course scheduling, communication with participants, and follow-up assessment reports. Assists in budgeting process. Assists in the coordination of Adjunct Administration. Serves as liaison between the Executive Director of Human Resources and executives, management, faculty and staff.

REPORTS TO: Executive Director of Human Resources

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:
1. Provides administrative and operational support for the Executive Director of the Human Resources. Maintains the calendar by coordinating meetings, schedules, and travel arrangements as needed.
2. Coordinates or performs administrative functions necessary to deliver and document training programs.
3. Assists in the preparation of materials for bargaining unit negotiations.
4. Assists in the collection of relevant evaluation course data and prepares appropriate reports.
5. Assists with research and preparation of materials for various purposes, including the Board of Trustees’ meetings, college-wide committees and college-wide mailings.
6. Assists instructors in preparing training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.
7. Prepares letters, memoranda and correspondence for signature; creates general and ad hoc reports and/or assembles and summarizes data when requested, oftentimes handling confidential and sensitive information; participates in the production of year end reports.
8. Acts as a liaison between the Executive Director of Human Resources and executives, management, faculty and staff.
9. Assists in budgeting process for direct reports of the Executive Director of Human Resources.
10. Uses Colleague to perform office operations, such as processing purchase requisitions, timekeeping, and running reports.
11. Maintains accurate files, records, mailing lists and any other department specific data in electronic or physical form as indicated.
12. Monitors departmental budget expenditures and transfers funds appropriately.
13. Performs additional tasks or duties as assigned by the Executive Director of Human
    Resources or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college
mission and practices an open door policy. Must display a positive and professional demeanor
focused on achieving excellent customer service at all times. Must be extremely confidential in
all aspects of administrative support. Excellent communication and organizational skills are
required. Has strong proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

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

Education: Associates Degree required.

Experience: Minimum of 3-5 years of related work experience; Colleague/Datatel experience a
plus. Higher education experience a plus.

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: _____________________ Date: ____________
    Name/Title

Approved by: _____________________ Date: ____________
    Name/Title

Reviewed by: _____________________ Date: ____________
    Human Resources

Board Approval: _____________________ Date: ____________
    Board Approval

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