BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Department Coordinator

DEPARTMENT: Admissions and International Programs

FUNCTION: To assist the Managing Director of Admissions and International Programs and support the staff within the Office of Admissions and International Programs.

REPORTS TO: Managing Director, Admissions and International Programs

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Downloads the online applications and processes admit letters.
2. Provides administrative support and performs numerous duties, including scheduling, writing correspondence, entering applications and other data, emailing, greeting and advising visitors, routing calls, and answering questions and requests.
3. Trains temps and student aids on reception duties.
4. Performs additional tasks or duties as assigned by the Managing Director or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic 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 preferred. High School diploma required.

Experience: At least two years of experience in the performance of clerical duties with experience at the College preferred.
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