BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Executive Secretary

DEPARTMENT: Admissions and International Programs

FUNCTION: Responsible for supporting the Managing Director of Admissions and International Programs as well as the Admissions and International staff.

REPORTS TO: Managing Director of Admissions and International Programs.

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. 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.
2. Trains temps and student aids on reception duties.
3. 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: High School Graduate or equivalent. Associates Degree Preferred.

Experience: At least two years of customer service experience preferred. Must be computer literate.

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