BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Business Accelerator Office Coordinator

DEPARTMENT: Continuing Education/ Academic Affairs

FUNCTION: Coordinates the activities of BCC Regional Accelerator at Meadowlands. By working collaboratively with accelerator clients, the division of Continuing Education, Corporate Training, business service providers, the business community, college faculty and staff and students, the Office Coordinator oversees and facilitates the daily operation by coordinating services and providing business development assistance to clients.

REPORTS TO: Manager, Business Accelerator at the Meadowlands

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Ensures the success of the college’s commitment to supporting economic development by facilitating entrepreneurship and small business development.
2. Oversees the day-to-day operation of the business incubator facility, including marketing the facility, recruiting potential clients, and assisting in screening potential clients and making recommendations under the direction of the Dean of Continuing Education.
3. Runs and oversees the internship program.
4. Serves as point person to work with the different college departments on behalf of the Business Accelerator clients, faculty and staff and students.
5. Works with other business service providers to facilitate client success.
6. Prepares periodic reports, and maintains records of projects, progress, and the status of the incubator.
7. Coordinates, maintains, and reviews clients' facility needs to ensure the incubator is meeting current targeted industry needs.
8. Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
9. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed.
10. Contributes to the Continuing Education division by performing other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has intermediate 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 Diploma or the equivalent

**Experience:** Minimum of 2 years of secretarial/administrative experience required

*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.*

Submit 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**