Coordinator of Student Development

Student Life and Judicial Affairs/Student Affairs

Provides general academic planning and information support to students in the Academic Advising Center, New Student Advising Programs and other College programs.

Dean of Student Life and Judicial Affairs

N/A

Responsibilities include but are not limited to:

1. Serves as general receptionist and resource support for the Academic Advising Center.
2. Provides academic advising information services and support to students, faculty advisors and Registration.
3. Develops and maintains academic advising information resources for students and faculty advisors, displays, information sheets, web information, and a faculty advising handbook.
4. Assists the Academic Advising Center Co-Coordinators with preparations for Priority and In Person Registrations, New Student Registration Programs, New Student Advising and Registration Programs, and Faculty Advisor Training Programs.
5. Provides assistance with the development and utilization of EVAL Degree Audit and Web Advisor Registration and Information Systems.
6. Participates in the assignment of faculty advisors to students.
7. Helps The Academic Advising Center Co-Coordinators collect and present data regarding student academic advising needs and services.
8. Performs additional tasks or duties as assigned by the Dean of Student Life and Judicial Affairs or other designated management.

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Prefer bilingual - Spanish. Has basic to intermediate proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

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

**Education:** Bachelor’s Degree

**Experience:** 6+ months of related 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.*

Submitted by: ___________________ Date: ____________
Name/Title

Approved by: ___________________ Date: ____________
Name/Title

Reviewed by: ___________________ Date: ____________
Human Resources

Board Approval: ___________________ Date: ____________
Board Member

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