BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Department Coordinator

DEPARTMENT: Adjunct Administration

FUNCTION: Performs administrative duties, makes routine work decisions within prescribed guidelines and coordinates intra-departmental activities as assigned.

REPORTS TO: Manager of Adjunct Administration

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Prepares letters, reports, and memoranda for review and/or signature; takes stenography if needed and performs related follow-up.
2. Maintains extensive files and records.
3. Assembles and summarizes Departmental data and prepares accurate reports.
4. Answers routine inquiries and routes all other inquiries to the appropriate personnel.
5. Gives work direction to other members of the Department as assigned.
6. Opens, sorts and processes incoming mail.
7. Screens telephone calls and visitors (students, guests, and/or general public).
8. Maintains all equipment in adjunct lounge
9. Schedule appointments and meetings.
10. Represents Division/Department/College at meetings on or off campus as needed.
11. Coordinates Divisional/Departmental personnel training as required.
12. Performs additional tasks or duties as assigned by the Manager of Adjunct Administration or other designated management.

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.*

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**