TITLE: Department Coordinator

DEPARTMENT: The Center for Health Wellness and Personal Counseling

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

REPORTS TO: Barbara Buff, RN BSN

SUPERVISES: Part time staff

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Enforcement of immunization requirements/medical for students.
2. Triage walk ins
3. Greet students/staff with respect and confidentiality.
4. Answering phone calls and provide information to prospective students
5. Utilize bi-lingual (Spanish/English) to better assist student experiencing difficulties.
6. Computer competent preparing semester/state reports
7. Preparing/monitor budget and purchase orders
8. Inventory of medical and office supplies
9. Time keeper for office staff/time sheets for part time staff
10. Performs any additional tasks or duties as assigned by supervisors and personal counselor
11. Coordinate supplies for Mental Health First Aid training monthly
12. Special speaker and events coordination

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:  A.A.S in Applied Science

Experience:  2-3 yr office

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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