BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director of Bergen Community College at the Meadowlands

DEPARTMENT: Bergen Community College at the Meadowlands

FUNCTION: Oversees the day-to-day operations of Bergen Community College at the Meadowlands’ (BCCatM) facilities and programs. Assists with the formulation of strategic, marketing and operational plans and processes for BCCatM to increase enrollment and revenue generation. Researches external organizations and agencies as potential targets for increasing enrollment and revenue generation; initiates contact and cultivates relationships with key internal and external stakeholders to advance business objectives and achieve enrollment and revenue goals.

REPORTS TO: Dean of Bergen Community College at the Meadowlands

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Oversees the day-to-day operations of Bergen Community College at the Meadowlands’ (BCCatM) facilities and programs.
2. Assists with the formulation of strategic, marketing and operational plans and processes for BCCatM to increase enrollment and revenue generation and usage of the Conference Center.
3. Manages key projects; creates project plans, tracks progress and produces and distributes status reports to key stakeholders.
4. Researches external organizations and agencies as potential targets for increasing enrollment and revenue generation; initiates contact and cultivates relationships to advance business objectives and achieve enrollment and revenue goals.
5. Liaises with Buildings and Grounds to address facility issues and required tasks as they arise.
6. Supports program development and course review and support; schedules instructors and courses, handles class cancellations and administers related enrollment and registration activities.
7. Coordinates contract completion for real estate development and construction work; performs follow up to ensure work meets the contract agreements and escalates problems for resolution as necessary.
8. Tracks grant applications and monitors grant requirements and deadlines; schedules site reviews and produces related reports.
9. Maintains website and coordinates public relations needs of the Meadowlands.
10. Creates reports on revenue, expenses, programs, and State and Federal private foundations.
11. Serves on college-wide committees as assigned.
12. Reviews and verifies part-time and instructional payrolls for all full-time employees.
13. Performs additional tasks or duties as assigned by the Dean of Bergen Community College at the Meadowlands or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses the ability to work with an administrative database computer system such as Colleague. 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 is required, preferably in Business, Education or Administration; Master’s preferred.

Experience: Minimum of 3 years of experience in Instructional Management and/or Administration is required

Other: Ability to work a varied schedule including evenings and weekends as needed.

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