BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director, Summer Intensive Program (Confidential)

DEPARTMENT: Executive Assistant to the President

FUNCTION: The Director of the Summer Intensive Program is responsible for coordinating the planning, implementation and assessment of the College’s Summer Intensive Programs which introduce high school students to specific faculty, staff, students and other resources in and around campus and provide valuable information on specific campus services, programs and local resources aimed at enhancing a student’s transition to college.

As a resource to students, faculty, staff, and community partners the Director’s role is diverse and encompasses programming, safety and security, student leadership, supervision, administrative and staff responsibilities, and as such, requires strong leadership skills, dependability and a sincere interest in the College’s student success initiatives.

REPORTS TO: Executive Assistant to the President

SUPERVISIONS: Summer Intensive instructors

MAJOR RESPONSIBILITIES:

1. Serves as a resource to Summer Intensive faculty, staff, and students in their development and implementation of educational, cultural, recreational, social, and faculty programs
2. Coordinates programming with the Vice President for Academic Affairs, the Vice President for Student Affairs, the Executive Assistant to the President, and Associate Dean of High School Partnerships and Associate Dean of Student Success and Completion.
3. Encourages the personal, social, and academic development of students by spending a significant amount of time with the students on an individual basis
4. Serves as a positive role model for personal behavior and academic pursuits, adhering to all College policies
5. Demonstrates knowledge of campus resources in order to provide academic, social, and personal counseling and/or referral
6. Relates student concerns to the appropriate staff responsible for the areas of concern.
7. Attends and participates in all staff training programs
8. Coordinates and develops weekly program tracking for all students and their progress, and in collaboration with Institutional Research Office, prepares program assessment goals and reports
9. Participates in all individual, staff and group evaluations as planned by the Office of Student Affairs and the Office of Academic Affairs
10. Completes administrative tasks in a timely and efficient manner
11. Provides general assistance to the College staff involved in the programs
12. Assists with planning, preparation, and assessment of procedures and activities
13. Provides supervision of, and coordinates with College staff in supporting student participants.
14. Supervises summer intensive peer mentors and summer intensive students.
15. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.
16. Prepares, track, monitors, and adheres to an annual budget.
17. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
18. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
19. Performs additional tasks or duties as assigned by the Executive Assistant to the President or other designated management.

MINIMUM QUALIFICATIONS:
Knowledge, Skills and Abilities:

1. Strong desire to work with first-generation and underrepresented college students.
2. Organizational and administrative skills, especially the ability to perform job responsibilities with minimal supervision.
3. Ability to remain flexible and adapt with needs of the program.
4. Ability to demonstrate multicultural and learning style competencies
5. Working knowledge of software applications: word processing, spreadsheet, and database management.
6. Ability to perform accurately in a detail-oriented environment.
7. Ability to handle multiple work priorities, organize and plan work and projects.
8. Ability to maintain confidentiality and appropriately handle sensitive communications with employees and external agencies.
9. Ability to plan and conduct workshops, and make presentations.
10. Ability to formulate and recommend solutions to unusual situations and problems using good judgment, a high degree of initiative and creativity.
11. Ability to work independently and in a team setting.
12. Ability to advise students individually or in groups on varied and complex matters; ability to determine the appropriate course of action and proper techniques to utilize while engaged with individuals and groups in personal interactions of a sensitive nature.
13. Ability to establish and maintain effective, cooperative, and harmonious working relationships in circumstances that involve denial of requests or the necessity to persuade others to consider a different point of view.
Demonstrates understanding of the community college mission and practices an open door policy. Has advanced proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication (especially facilitation, presentation, negotiation and standard written and spoken English)
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Education:** Master’s Degree in Education/Counseling/other related discipline

**Experience:** A minimum of three years of teaching, student development or administrative experience, preferably in a multi-campus community college setting. Experience with working with first generation/low income student populations preferred.

*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