BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Executive Assistant to the President

DEPARTMENT: Office of the President

FUNCTION: Provides executive level administrative support for the Office of the President. Manages campus-wide communications, community outreach and new program development on behalf of the President.

REPORTS TO: President

SUPERVISES: Manager of Multi-cultural Affairs, Coordinator of Educational Outreach, Coordinator of Multi-cultural Affairs, and Director of Summer Intensive Program.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Coordinates inter-divisional project development; works with members of the President’s Executive Team to facilitate and evaluate the development of new programs and services focused on student success.
2. Writes and edits special Presidential communications.
3. Executes selected community outreach activities including the coordination of the civic engagement campus based and community projects.
4. Oversees college’s multi-cultural programs.
5. Senior advisor to President on community outreach efforts.
6. Oversees the college’s summer intensive program.
7. Promotes student and staff volunteerism on campus; actively collaborates with external constituents, including mayors and governmental officials and agencies to identify, coordinate and market volunteer opportunities for the College community.
8. Organizes executive-led College presentations to municipal governing bodies within Bergen County, engendering collaboration and good will for the benefit of the College and surrounding community.
9. Coordinates K-12 partnerships with Bergen County and other School District Personnel.
10. Performs additional tasks or duties as assigned by the President 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: Bachelor’s Degree

Experience: Minimum of 3 years of administrative experience supporting an executive level position, preferably in a higher education environment; business and/or supervisory experience is a plus

*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**