BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Executive Assistant to the Vice President of Student Affairs

DEPARTMENT: Student Affairs

FUNCTION: Supports the Vice President of Student Affairs, ensures effective use of technology in all Student Affairs areas, collaborates with Division counterparts, and coordinates projects and initiatives of the Division of Student Affairs as directed by the VPSA. Ensures efficient and effective use of technology in all areas pertaining to Student Affairs.

REPORTS TO: Vice President of Student Affairs

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Collaborates with counterparts within the Division of Student Affairs on continuous assessment activities to develop a culture of staff engagement in enhancing services.
2. Produces and present reports, and works on specific projects and initiatives as assigned by the VP of Student Affairs.
3. Provides administrative support to various Student Affairs areas as directed.
4. Hires, trains, and supervises student workers each semester, delegating tasks as appropriate and as such, approve timesheets.
5. Responsible for maximizing inter and intradepartmental communication in representation of the Division of Student Affairs.
6. Manages logistics related to Student Affairs communication with all College centers and locations, and collaborate with the respective directors and deans at the various locations to ensure optimization of services.
7. Provides mentoring as directed.
8. Assists in the coordination of department meetings and presentations.
9. Uses student data management system to find student information and communicate with students.
10. Serves as general point of contact to address concerns from students with complex problems that may entail coordination of communication with various College officers.
11. Utilizes general knowledge base of Student Affairs to answer routine questions and appropriately receive and direct student concerns.
12. Assists students in accessing and utilizing services and programs.
13. Assists in investigations as directed including acting as ombudsperson for student concerns.
14. Provides support for Student Affairs including orientation, fairs, commencement, and related activities.
15. Assists the Scholarship Foundation with activities related to promoting the Alumni Network.
16. Performs others duties and assignments as directed by and in support of the Vice President of Student Affairs.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Full knowledge and understanding of FERPA; Understanding of the community college mission and open door access policy; Substantial experience administering a variety of detailed office functions in a high public contact, customer service environment. Demonstrate organizational and administrative skills, including the ability to manage multiple projects and ongoing responsibilities while meeting deadlines in an interruption-rich environment. Must enjoy working with students and the general public. Must be able to exercise diplomacy and sensitivity to confidential information and perform assigned duties with a professional demeanor. Demonstrate knowledge of student management software and additional technology used in Student Affairs. Demonstrates understanding of the community college mission and practices an open door policy. Has intermediate basic proficiency in the use of the Microsoft Office suite, especially Excel. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master’s Degree in Business, Finance, and/or Accounting

Experience: Must have minimum of 3 years of instructional and/or teaching experience in a higher education or general business environment. Experience with blended learning techniques preferred. Experience working in a corporate environment in a Finance related function would be 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.
THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE