BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Executive Secretary - Center for Institutional Effectiveness

DEPARTMENT: Center for Institutional Effectiveness

FUNCTION: Performs complex and responsible secretarial duties and makes routine work decisions independently but with accountability for results to Vice President of Institutional Effectiveness.

REPORTS TO: Vice President of Institutional Effectiveness

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Performs required computer functions including but not limited to Word, Excel & PowerPoint – tables, mail and file merges, presentation slides, etc.
2. Types letters, reports and memoranda for principal’s signature.
3. Takes and drafts meeting notes/meeting minutes, and distributes it appropriately.
4. Assist in the daily functions of the department - including opening and sorting incoming mail, and maintaining accurate files and records.
5. Maintains the VP’s calendar, arrange appointments and meetings.
6. Prepares materials needed for meetings.
7. Screens telephone calls and visitors.
8. Answers routine inquiries and routes all other inquiries to the appropriate person.
9. Schedules meetings and makes the necessary arrangements for scheduling meeting space, media equipment, room set-up, announcement on Bergen Daily and when necessary, catering arrangement.
10. Communicates information to members of the CIE, Assessment Fellows, Department Assessment Liaisons, Department Chairs and Deans.
11. Handles all travel arrangements – off-campus form, itinerary, tickets, lodging, etc.
12. Assists in monitoring the Office budget.
13. Performs necessary steps for ordering office supplies, printing, books, etc.
15. Performs additional tasks or duties as assigned by the Vice President of Inst. Effectiveness or other designated management.
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: Completion of two (2) years of College or four (4) years of equivalent experience.

Experience: At least three (3) years of high level secretarial experience is required.

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: ____________

VP of Inst. Effectiveness

Approved by: _____________________ Date: ____________

VP of Inst. Effectiveness

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