BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Executive Secretary

DEPARTMENT: Office of the President

FUNCTION: Provides executive level administrative and secretarial support to the Office of the President. Requires understanding of issues related to policy, procedures and confidential matters. Able to exercise discretion and independent judgment and action. Must be organized, flexible and responsible.

REPORTS TO: President

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Prepares confidential material for the President.
2. Prepares correspondence, forms and other materials. Initiates the preparation of routine correspondence for the President’s signature.
3. Receives and reads incoming correspondence and information. Prioritizes review of correspondence. Screens out items to be handled personally and forwards remainder as appropriate.
4. Receives and screens telephone calls and visitors. Independently handles procedural matters and inquiries or refers callers to appropriate area.
5. Exercises independent judgment and initiative in establishing and revising filing system. Enters updates and retrieves information stored in files and databases.
6. Provides guidance and instruction to others in order to maintain accurate files and records and to assemble and summarize data required by the President. Ensures confidentiality of information.
7. Maintains the President’s calendar on Microsoft Outlook.
8. Coordinates meeting schedules, plans and food service for meetings, luncheons and Board of Trustee meetings.
9. Handles all necessary travel arrangements and performs required administrative follow-up and record keeping.
10. Follows established commencement timelines in the performance of tasks supported by the President’s office, including the initiation of correspondence for the President’s signature, letters of invitation to platform guests and various dignitaries, condition inventory robes for Board of Trustee members, etc.
11. The Department’s time reporter, order supplies, equipment and services.
12. Oversees the efficient operation of the Office of the President and adjoining conference rooms.
13. Works cooperatively with the Office of Public Information and the college community in the coordination of various campus events.
14. Supports office by using automated equipment, such as facsimile machines, computer, printer, copy equipment, e-mail system and telephone equipment.
15. Able to project professional and positive image; understands and follows oral and written instructions; interacts with students, public officials, and staff at all levels in a courteous and efficient manner; plans, organizes, prioritizes and executes complicated and continuing assignments; manages office operations.

16. Assists the secretary to the Board of Trustees when necessary.

17. Performs other duties and projects as assigned by the President

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: Completion of two (2) years of college or business or secretarial school or eight (8) years of equivalent experience.

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.

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