BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Executive Secretary

DEPARTMENT: Student Affairs at the Meadowlands

FUNCTION: The Executive Secretary performs complex and responsible secretarial duties and makes routine work decisions independently but with accountability for results to a Vice President/Dean/Director of College.

REPORTS TO: Managing Director

SUPERVISES: Student Aide(s)

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Answers routine inquiries in person and telephone and routes to appropriate personnel/department.
2. Maintains accurate files, records and meeting minutes.
3. Schedules appointments and meetings and makes necessary arrangements for space and equipment (ie. media services, etc.)
4. Performs additional tasks or duties as assigned by the Managing Director or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses comprehensive knowledge of FERPA. 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: Associate in Arts Degree

Experience: At least three years of high level executive secretarial experience working in a higher education environment within Student Affairs or related area. Ability to communicate effectively with a diverse population.
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