BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Human Resources Coordinator

DEPARTMENT: Human Resources

FUNCTION: Supports the Director of Human Resources and the daily operations of the Human Resources office. Performs administrative and secretarial functions; prepares letters and correspondence, creates reports, maintains accurate records, greets visitors and processes mail. Serves as liaison between the Director of Human Resources and executives, management, faculty and staff.

REPORTS TO: Director of Human Resources

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provides administrative and secretarial support for the Director of the Human Resources Department; maintains the calendar by coordinating meetings, schedules, and food service and travel arrangements as needed.
2. Prepares letters, memoranda and correspondence for signature; creates general and ad hoc reports and/or assembles and summarizes data when requested, oftentimes handling confidential and sensitive information; participates in the production of year end reports.
3. Acts as a liaison between the Director of Human Resources and executives, management, faculty and staff.
4. Receives calls and greets visitors; answers routine inquiries and re-routes non-routine questions if unable to provide answer; opens and sorts mail.
5. Orders/requisitions office supplies, equipment and services; manages supplies and equipment inventory for the office.
6. Uses Colleague to perform office operations, such as processing purchase requisitions, keeping TIME, and running reports.
7. Maintains accurate files, records, mailing lists and any other department specific data in electronic or physical form as indicated.
8. Monitors departmental budget expenditures and transfers funds appropriately.
9. Assists with research and preparation of materials for various purposes, including the Board of Trustees’ meetings, college-wide committees and college-wide mailings.
10. Prepares materials for bargaining unit negotiations.
11. Provides support to other departmental members as directed.

12. Performs additional tasks or duties as assigned by the Director of Human Resources or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Must display a positive and professional demeanor focused on achieving excellent customer service at all times. 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: High School Diploma required; Associates Degree or business/secretarial school preferred

Experience: Minimum of 2 years of related work experience; Human Resources background 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