BERGEN COMMUNITY COLLEGE
JOB DESCRIPTION

TITLE: Manager, Adjunct Administration

DEPARTMENT: Human Resources

FUNCTION: Manages the office of adjunct administration. Provides administrative support to all adjunct faculty members. Assists Academic Deans in the hiring process. Acts as point of contact for adjunct faculty issues. Assists in the planning and participation of the adjunct faculty conferences and orientations held at the beginning of the Fall and Spring semesters. Handles payroll issues related to adjunct faculty pay. Maintains adjunct files on all current adjunct faculty members.

REPORTS TO: Executive Director Human Resources

SUPERVISES: Department Coordinator, Part time weekend/ evening staff

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Oversees support facilities for adjunct faculty members which includes computers, copiers, and supplies at the Pitkin Education and Ender Hall locations. Support includes evenings and weekends.
2. Enters all new hires into the college’s database system. Conducts audits to ensure data integrity.
3. Maintains accurate files, records, mailing lists and any other department specific data in electronic or physical form as needed.
4. Works with Academic Deans to facilitate all adjunct faculty hires.
5. Works with the Office of the Vice President of Academic Affairs in the planning and delivery of adjunct orientation and conferences at the beginning of each semester.
6. Develops and prepares ongoing general and ad-hoc reporting for all related adjunct information.
7. Develops and maintains open communications and working relationships with academic departments, Human Resources and Payroll to ensure prompt information sharing of issues, concerns and communication to adjunct faculty.
8. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.
9. Prepares, track, monitors and ensures that all adjunct pay is distributed in a timely fashion.
10. Performs additional tasks or duties as assigned by the Executive Director of Human Resources.

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: Bachelor's Degree in Education or related field required

Experience: Must have a minimum of 5 years of experience in higher education.

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