BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Managing Director of Student Affairs at the Meadowlands

DEPARTMENT: Bergen Community College at the Meadowlands/Student Affairs

FUNCTION: Directs all operations and services provided through Student Affairs Office at the Meadowlands location. Manages recruitment and retention initiatives and related community events. Performs active outreach and acts as liaison with schools, non-profit organizations and the community. Ensures consistent application of regulations and accessibility of services in Meadowlands Student Affairs for enrollment, registration, financial aid, advisement/counseling and ADA accommodations.

REPORTS TO: Vice President of Student Affairs

SUPERVISES: Counselors and an Office Assistant

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Directs all Student Affairs operations and services provided at the Meadowlands location.
2. Ensures consistent application of regulations and accessibility of services in Meadowlands Student Affairs for enrollment, registration, financial aid, advisement/counseling and ADA accommodations.
3. Educates students on their rights and responsibilities and acts as liaison between students and staff/faculty, advocating for students as needed.
4. Engages College counterparts to achieve goals and objectives related to recruitment, retention and communication initiatives.
5. Participates in professional organizations and collaborates with affinity groups and regional organizations to pursue enrollment and retention initiatives.
6. 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.
7. Prepares, track, monitors and adheres to an annual budget.
8. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
9. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
10. Performs additional tasks or duties as assigned by the Vice President of Student Affairs 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. Must be proficient in the use of student data management software and technologies pertaining to student development and services. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master’s Degree or higher in higher Education, Counseling, Psychology or related areas is required

Experience: Minimum of 5 years of experience working in a higher education environment in Student Affairs or a related area; this should include administering a variety of detailed office functions in a high public contact, customer service environment

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 Member

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE