BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Office Services Supervisor - Meadowlands

DEPARTMENT: Division of Student Affairs, BCC at the Meadowlands

FUNCTION: The Office Services Supervisor is responsible for the supervision and maintenance of the daily operational activities for the facilities and employees at Bergen Community College at the Meadowlands. All activities related to the academic, student affairs and administrative divisions are channeled through the Dean of the Meadowlands Office. The principal focus of the position is to ensure that the facility is open, functioning and services all the daily needs of the building. Decision making responsibility for day to day operations and events are an essential component in lieu of and in collaboration with the Dean. The Office Services Supervisor is accountable for providing administration of the College facility during the day through effective performance in these essential functional areas: Classroom and building management; Student services; and Emergency management.

REPORTS TO: Dean of Bergen Community College at the Meadowlands

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Works with college wide staff to ensure the needs of the students, faculty and staff are met
2. Provides general administrative services during assigned hours.
3. Assists faculty with administrative and general needs.
4. Provide general and academic information regarding courses, events and programs.
5. Serves as liaison for visitors and guests requesting use of the conference center, scheduling, set-ups and event needs as well as the credit and non-credit scheduling.
6. Supervises front desk staff to create procedures, assign tasks and resolve student and faculty issues.
7. Works with Public Safety and County, sharing pertinent information when necessary.
8. Manages the budget, creates purchase requisitions, budget transfers, AP/AR records.
9. Creates reports on revenue, expenses, programs and State and Federal requests.
10. Reviews and verifies part-time payrolls and serves as back up time keeper for Meadowlands and Paramus.
11. Supervises the coordination of activities relates to work orders and needs of all the departments located with the Meadowlands location with the Dean’s office.
12. Performs additional tasks or duties as assigned by the Dean of Bergen Community College at the Meadowlands or other designated management.
MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Ability to communicate effectively with a diverse population. Collaborate with academic and student services departments to contribute to retaining students. Excellent customer service and interpersonal skills are essential. Strong information technology literacy skills. 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 or a combination of education, training and experience that would lead to the competencies required for successful performance of the position’s essential duties.

Experience: Three years’ experience in an administrative role, preferably in a higher education institution. Knowledge in Datatel preferred.

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