BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Phi Theta Kappa Administrative Advisor

DEPARTMENT: Academic Affairs

FUNCTION: Phi Theta Kappa Coordinator is responsible for providing oversight to Phi Theta Kappa Honors Society. The Administrative Advisor plans and organizes special ceremonies, service projects, oversees society and leadership functions, and participates in recruitment activities, retention activities and other college programs as assigned.

REPORTS TO: Vice President of Academic Affairs

SUPERVISES: Senior Secretary for the Honors and PTK Programs

MAJOR RESPONSIBILITIES:
Responsibilities include but are not limited to:

1. Coordinate and oversee the Phi Theta Kappa chapter and its leaders.
2. Advise leaders and members on methods and processes. Assist in problem solving a variety of issues.
3. Teach students program planning and mentor them throughout the academic year.
4. Serve as supervisor to student officers.
5. Coordinate fundraising activities in support of the chapter’s efforts in leadership, fellowship and service.
6. Oversee assigned budget and payroll processing.
7. Process paperwork for conventions, registrations, inductions and office supplies.
8. Identify appropriate conferences for student leaders to attend. Make travel arrangements and hotel accommodations.
9. Travel with students to leadership development conferences and meetings. Mediate situations as needed in consultation with the Faculty Advisor(s).
10. Develop promotional materials, newsletters, and advertisements for events and provide event oversight.
11. Provide general overview to students on society activities and opportunities available to students.
12. Present with Officer Team to various on- and off-campus groups including the faculty, media, student government, employers, area high schools, and/or the general public.
13. Enter and update members with the PTK Headquarters and on the college data base.
14. Work with Officer Team and Faculty Advisor(s) to develop strategies to include activities representative of all students on campus.
15. Assist in the development of networking opportunities with other chapters.
16. Organize, conduct, attend, and write minutes of weekly meetings and distribute to attendees.
17. Perform other related duties as assigned.
MINIMUM QUALIFICATIONS:
Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Must be able to relate to a diverse student population. Knowledge relating to Phi Theta Kappa’s mission and goals. Ability to work independently and cooperatively as a leader and member of a team in a professional manner and work closely with advisors, administration, faculty, staff and students. Ability to multi-task and follow-through on assigned tasks. Knowledge of proper meeting procedures. Skills in budget oversight and management. Has advanced proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication (writing, listening and speaking)
- Customer and Student Focus
- Building Relationships
- Organizing (including activities and coordinating groups of people as well as managing large projects from inception to completion)
- Planning

Education: Associate’s degree required; Bachelor’s preferred

Experience:
Experience in conducting student leadership or other training programs, program planning and development in a college environment preferred. Experience facilitating, mediating, and problem solving in a group environment is desirable.

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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