BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Secretary

DEPARTMENT: Center for Student Success

FUNCTION: Responsible for supporting the Center for Student Success and Advisement

REPORTS TO: Dean of Student Support Services/Coordinator of Advisement

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provides administrative support and performs numerous duties, including scheduling, writing correspondence, entering data, emailing, greeting and advising visitors, routing calls, and answering questions and requests.

2. Trains temps and student aids on reception duties.

3. Assists all departments under the Dean in planning and executing programs and events.

4. Assists registration when needed and completes all Change of Curriculum and other counseling forms in Datatel.

5. Performs additional tasks or duties as assigned by the Dean or other designated management.

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: High School Graduate or equivalent. Associates Degree Preferred.
Experience: At least two years of customer service experience preferred. Must be computer literate.

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