TITLE: Senior Secretary

DEPARTMENT: Educational Opportunity Fund Program

FUNCTION: Responsible for supporting the activities of the EOF program

REPORTS TO: Coordinator, Educational Opportunity Fund Program

SUPERVISES: Student Aides

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Compose and type correspondence and reports with speed, accuracy and neatness. Schedule appointments for Coordinator and Counselors. Greeting of visitors and students to the office and screening program applicants for eligibility and intake purposes. Organize and affect the flow of work/reports through the system. Order office supplies and maintain office equipment. Supervise student workers. Delegate work to student workers as well as complete payroll time sheets.

2. Performs additional tasks or duties as assigned by the Coordinator 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 experience working in a Secretarial position.

* 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