BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Secretary

DEPARTMENT: Office of the Vice President of Student Affairs

FUNCTION: A Senior Secretary utilizes her computer and typing skills and is involved in many additional tasks, some of which are outlined below. A Senior Secretary is expected to be able to perform more complex work and/or work with less direction than a Secretary. Responsibilities will vary dependent upon the Division/Department.

REPORTS TO: Vice President of Student Affairs

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provides administrative support, including communications (written, email, fax and telephone), meeting scheduling and maintenance of calendar.
2. Preparing and submitting purchase requisitions for the ordering of food, approved travel and any necessary equipment.
3. Performs required computer functions including but not limited to Word, & Excel.
4. Answers routine inquiries and routes all other inquiries to the appropriate personnel within the Division/Department.
5. Handles travel arrangements.
6. A Senior Secretary may give work direction to other employees in the Division/Department as designated by the Division/Department Head.
7. Performs any other duties as may be assigned.

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:**
  - Formal Education (minimal schooling)
  - High School graduate or equivalent
  - Secretarial School education preferred

**Experience:**
  - Two to four years secretarial experience
  - One to two years of secretarial experience in a college environment 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**