BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Secretary

DEPARTMENT: Veterans Center

FUNCTION: Cultivate a calm and welcoming atmosphere as well as ensure precise sequence of services provided to the Veteran Students.

REPORTS TO: Coordinator of Veterans and Military Affairs

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Welcomes and greets current and future Veteran students.
2. Manages incoming mail documentation.
3. Answers telephone calls and basic questions pertaining to Veteran benefits.
4. Answers routine inquiries and routes all other inquiries to the appropriate person.
5. Schedules appointments and meetings for the Coordinator of Veteran Affairs and Academic Counselor and makes necessary arrangements.
6. Files, scans and organizes Veteran documentation.
7. Performs required computer functions including but not limited to Microsoft Office - tables, charts, etc.
8. Manages office supplies and office equipment.
9. Assembles and summarizes data using office machines when required.
10. 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:

Experience:

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