BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Secretary

DEPARTMENT: Office of Specialized Services

FUNCTION: Responsible for supporting Office of Specialized Services

REPORTS TO: Director of the Office of Specialized Services

SUPERVISES: Student Aides

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. Process new student documentation
4. Liaison to Documentation Review Committee (paperwork problems, phone calls etc.)
5. Enter all staff time off/employee time requests using Datatel program
6. Update OSS calendar with pertinent counselor/RAS time off, trainings, conferences, OSS events, etc.
7. Track budget through Excel program.
8. Process and track all purchases and payment requests for Office of Specialized Services
9. Organize/type department reports.
10. Assist with setting up and arranging workshops, projects, conferences, events, orientations etc.
11. Travel arrangements for staff.
12. Order supplies for staff and office.
13. Generally keep track of day to day running of office
14. Performs additional tasks or duties as assigned by the Director 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