BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Office Assistant

DEPARTMENT: Admissions and International Programs

FUNCTION: Serves as an initial point of contact for prospective students. Responsible for supporting the Admissions and International staff.

REPORTS TO: Managing Director of Admissions and International Programs.

SUPERVISES: Student Aides

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Assists prospective students with the admissions process.
2. Inputs all paper applications and generate student records in datatel.
3. Answers phone and email inquiries
4. Updates office calendar and logs recruitment activities
5. Supervises student workers and processes their time sheets
6. Other responsibilities assigned by the Director

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.

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THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE