BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Secretary for Continuing Education

DEPARTMENT: Continuing Education, Corporate and Public Sector Training

FUNCTION: The Senior Secretary is responsible for performing administrative duties and making routine work decisions independently but within the guidelines of the division. The individual works with corporate and public sector customers and must be professional and organized, as well as possess strong interpersonal, written, oral and computer skills. The position combines customer service, administrative and clerical duties.

REPORTS TO: Dean of Continuing Education

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. Coordinates logistics, including facilities scheduling; preparing client and instructor contracts based on supervisor’s instructions; securing and managing project resources; preparing and submitting purchase requisitions for the ordering of food, approved textbooks and any necessary equipment; preparing certificates and ensuring they are delivered.
3. Performs required computer functions including but not limited to Word, Excel & Access.
4. Maintains data related to grants, programs, events and courses in accordance with audit requirements; assembles and summarizes departmental data as required; and prepares financial reports when necessary.
5. Answers routine inquiries and routes all other inquiries to the appropriate personnel within the Division/Department.
6. Proofs text for catalogs, booklets and brochures with supervisor.
7. Files registrations, correspondence, instructional materials, evaluations, etc.
8. 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:** High School graduate or equivalent, secretarial school preferred

**Experience:** Two to four years secretarial experience; one to two years experience in a college setting

*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