**BERGEN COMMUNITY COLLEGE**

JOB DESCRIPTION

**TITLE:**

**DEPARTMENT:**

**FUNCTION:**

**REPORTS TO:**

**SUPERVISES:**

**MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

1. Performs additional tasks or duties as assigned by the XXX 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**