The Office of Academic Affairs
Academic Affairs Secretary

Bloomfield College is seeking a secretary for Academic Affairs. The secretary will assist the Administrative Assistant to the VPAA and Registrar’s Office.

Primary Responsibilities:
- Arrange and coordinate all activities related to GEO trips – book admission tickets, buses, bag lunches
- Prepare PO’s through E-Procurement;
- Maintain GEO Blackboard site with updated forms and information;
- Prepare materials and make rooms arrangements for GEO meetings;
- Track expenses for GEO program through Access;
- Provide reception duties for AA office;
- Pickup and deliver mail for AA Office and Faculty Lounge, maintain Faculty Lounge for supplies, copier usage, etc.
- Provide coverage for AA Office during lunches, vacations, etc.; and,
- Other duties as assigned by Staff Supervisor.

Registrar’s Office Responsibilities:
- Assist with the distribution of Community college courses from NJ Transfer to the faculty for evaluation.

Individual must have excellent communication skills, including mastery of the English language (oral and written). Be able to work with a diverse student body, faculty, and staff of the College. Individual must be able to work independently, able to multitask, detail oriented and able to establish priorities. Knowledge of Microsoft Office, Adobe Professional is required and knowledge of Blackboard and Colleague system is helpful but not required.

This is a 12 month position. Hours: 8:30 am – 4:30 pm, M-F.

All applicants must provide a letter of application, curriculum vita and contact information for three references to academic_affairs@bloomfield.edu. Electronic submissions only. Incomplete applications will not be considered. Application deadline is September 30, 2013.