Center for Student Leadership and Engagement (CSLE)
Secretary

Bloomfield College, a 148-year old college of 2000 plus students is committed to preparing students to attain academic, personal and professional excellence in a multicultural and global society.

The Center for Student Leadership and Engagement is searching for a Part-time Secretary. The Secretary reports directly to the Director of the C.S.L.E. The Secretary manages all clerical duties which include: data entry; filing; answering phones; scheduling appointments and maintaining office calendar; routing incoming calls; and typing correspondences. The Secretary is responsible for maintaining office equipment, ordering office supplies, assisting students at the information window, and assisting with budgeting responsibilities. The Secretary also shares the responsibility along with the Director and Coordinator of CSLE in supervising, training, and interviewing student employees (work-study).

Principle Functions and Responsibilities:
- Coordinates along with the CSLE Coordinator, student employment schedules, daily office tasks, projects and departmental/campus-wide programs, events, activities and trainings
- Maintains organized filing system for all CSLE documents
- Maintains and orders office equipment and supplies through ESM Solutions Procurement
- Schedules appointments and maintains calendars of all CSLE staff
- Types and files vouchers, purchase orders, and expense forms for the CSLE and all clubs/organizations
- Oversees data entry including but not limited to budget files, Orientation files, and club/organization files
- Collects information from Datatel as needed
- Maintains a working knowledge of all areas of CSLE pertaining to CSLE calendar & website, programs & events, clubs/organizations, leadership workshops, Orientation, etc.
- Attends and represents CSLE at various campus wide events including but not limited to, Orientation, Open House, and Deacon’s Fest
- Attends CSLE campus events/activities in the evening and weekends when needed
- Administers all other clerical duties pertaining to the CSLE which include, answering phones, responding to emails, routing incoming calls, assisting visitors at the information desk, and typing correspondences and meeting notes as necessary
- Manages and coordinate the room reservation calendar
- Completes all other duties as deemed necessary by the Director of the CSLE.

Requirements
Bachelor’s Degree preferred or an equivalent combination of education and/or experience that demonstrates knowledge and understanding of office administration, management, organization, coordination, facilitation, bookkeeping and/or report writing. Requires excellent organizational, communication, and interpersonal skills, and computer literacy including a strong working knowledge of Microsoft Excel, Word, PowerPoint, Microsoft Publisher, and email. Also requires the ability to manage multiple priorities, adhere to tight deadlines, be objective, think logically, and make strategic decisions and implement them efficiently and effectively. Requires a self-reliant, detailed, focused, and independent thinker, with a high degree of self-motivation.

Send cover letter, resume, and the names/addresses/telephone numbers of three professional references to:

Mrs. Yuliana Gonzalez-Egun
Bloomfield College
Student Center, Talbott Hall
Bloomfield, NJ 07003

Email: yuliana_gonzalez@bloomfield.edu

Applications must be received by November 17, 2017
Position available immediately!

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