



Date: August 10, 2015
Title of Position: Assistant to Vice President for Administration & Finance
Salary: Mid \$50s with benefits
Effective: September 2015

Position Overview: Responsible for performing wide variety of duties, including administering and monitoring assigned contracts, participating in planning and implementation of policies and procedures for division, collaborating with other staff members, and similar duties necessary to provide administrative support to Vice President for Administration & Finance. (See attached job description for more detailed information.)

Qualifications:

- Associate's degree required; Bachelor's degree preferred
- 3-5 years of experience providing high-level administrative support
- Proficiency in Word, Excel, and PowerPoint
- Excellent written and verbal communication skills
- Ability to understand complex and substantial budgets
- Strong analytical and problem-solving skills
- Ability to work independently, manage multiple projects effectively, and meet deadlines with attention to detail in fast-paced environment
- Ability to work collaboratively as part of team
- Ability to maintain appropriate confidentiality
- Ability to learn and use new software and emerging technologies
- Ability to work effectively in environment that requires adherence to college, state, and federal regulations, policies, and procedures
- Ability to maintain open and welcoming environment with diverse populations, while respectfully communicating and observing appropriate guidelines
- Strong commitment to mission of community colleges

Preferred Qualifications:

- Experience working in collective bargaining environment
- Supervisory experience

Additional information:

Area of Assignment: Administration & Finance
 Supervisor: Vice President for Administration & Finance

MCCC AFSCME DCE Non-Unit Full-time Part-Time

Application Procedures: For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) recent professional references to Sandra Rinaldi, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. srinaldi@berkshirecc.edu.

Application review begins August 28, 2015 and continues until position is filled.

JOB DESCRIPTION

POSITION TITLE: Assistant to Vice President for Administration & Finance

Division: Administration & Finance

Position Summary

Responsible for performing wide variety of duties, including administering and monitoring assigned contracts, participating in planning and implementation of policies and procedures for division, collaborating with other staff members, and similar duties necessary to provide administrative support to Vice President for Administration & Finance.

Essential Functions

1. Provide administrative support for Vice President.
2. Prepare and maintain master list of activities, events, reports, etc. to support division priorities.
3. Administer, coordinate, and monitor assigned contracts in accordance with institutional policies and laws of Commonwealth. Contracts include leases, consulting, security, and facility rental agreements. Submit contracts as appropriate for legal review and consultation.
4. Participate in research, interpretation, testing, and writing of policies and procedures pertaining to internal controls such as internal control manual for state and auditor review, etc. Maintain manuals.
5. Prepare periodic and special financial and administrative reports for Vice President and Finance Committee of Board of Trustees.
6. Serve as Recording Secretary for Finance Committee of Board of Trustees. Prepare and disseminate materials for committee, including scheduling of meetings, organizing agendas, attending meetings, taking and maintaining minutes, posting agenda on college website, and maintaining membership list with contact information.
7. Be responsible, in consultation with Vice President and Chair of Finance Committee, for design, content, and updates of all policies related to committee.
8. Develop and/or participate in development of division-related materials such as published manuals, website content, and brochures.
9. Participate in annual audits, such as financial audit and financial aid audit, by gathering and interpreting information, responding to questions, and assisting in preparation of management response.

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10. Create and generate financial reports. Analyze data and make effective recommendations as appropriate.
11. Provide assistance to students, faculty, and other staff by acting as liaison between division and other departments to solve problems.
12. Participate in division staff meetings and strategy sessions.
13. Facilitate weekly facility use meetings. Troubleshoot to ensure efficient operation of events by coordinating among facilities, media, IT, food services, security, etc.
14. Serve as college liaison with Norman Rockwell Daycare Center and Follett (college bookstore), while working to resolve any issues that may arise. Bill janitorial services to Child Care of the Berkshires for daycare space.
15. Administer, negotiate, and coordinate all rentals of college facilities by outside groups. Prepare and manage rental agreements and billing. Serve as college contact with outside groups renting space. Coordinate logistics with various departments, including facilities, media, IT, food services, security, etc. to ensure that appropriate departments are prepared for smooth running of outside events. Issue invoices to outside groups and maintain database of invoices and payments.
16. Serve as college liaison for surplus and worthless property disposal with Operational Services Division of State Department of Procurement. Correspond with Commonwealth and follow all state laws and regulations relating to such property.
17. Work with campus security, state police, and local police to gather information regarding stolen property and report to State Auditor's Office as required.
18. Communicate with on- and off-campus individuals and groups to coordinate logistics of scheduling space in Conte Federal Building and other locations as appropriate.
19. Work with Vice President, Comptroller, and other departments in developing budget. Review reports weekly to monitor departmental budgets. Prepare and maintain record of budget adjustments.
20. Monitor and keep record of all outstanding legal issues.
21. Perform other similar duties as responsibilities necessitate or as requested by supervisor.