



Date: October 7, 2016
Title of Position: Staff Assistant to Dean of Enrollment Management & Student Success
Salary: Mid \$50s w/benefits; commensurate with education and experience
Effective: January 2017

Position Summary: Responsible for performing a wide variety of duties including: administrative assistance; liaison for the Dean of Enrollment Management and Student Success; budget preparation and monitoring; assisting in events/activities planning and coordination; serving on college wide committees; enrollment data analysis and reporting and other similar duties necessary to the functions, policies, and procedures of the Enrollment and Student Success division. (See attached Position Description for additional information.)

Qualifications:

- Associate's degree required; Bachelor's degree preferred; or equivalent combination of education and experience.
- At least 3-5 years experience.
- Proficiency in Word, Excel, and PowerPoint; Access a plus
- Excellent written and verbal communication skills as well as strong interpersonal skills
- Strong analytical, problem-solving, and organizational skills
- Ability to work independently, manage multiple projects effectively, and meet deadlines with attention to detail in a fast-paced environment
- Ability to learn and use new software and technologies as required
- Ability to maintain appropriate confidentiality
- Experience in marketing, sales, and customer service a plus
- Experience using social media in a business environment a plus
- Experience and skill in managing budgets a plus
- A clear understanding of the unique mission of the community college

Additional information:

Source of Funding: State Funded

Supervisor: Dean of Enrollment Management & Student Success

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

Application Procedures: For consideration, please send cover letter, resume, and names and telephone numbers of three current professional references to Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. tkozlowski@berkshirecc.edu

Application review begins on October 24, 2016 and continues until the position is filled. BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.

Berkshire Community College is an affirmative action/equal opportunity institution and does not discriminate on basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service, and national origin in its education programs or employment. All inquiries concerning application of the above should be directed to Deborah Cote, Vice President for Human Resources, Affirmative Action Officer, and Coordinator of Title IX and Section 504, at 413-499-4660, ext. 1022, Susan B. Anthony Annex Building, Room A19.

BERKSHIRE COMMUNITY COLLEGE
Position Description Specifications

POSITION TITLE: Staff Assistant to Dean of Enrollment Management & Student Success
Dept: Student Affairs & Enrollment Services

Position Summary

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Essential Functions

- Provide administrative assistance to the Dean including preparation of periodic and special reports, letters, communications, memos, and other similar materials. Make appointments and book space for staff/departmental meetings. Assist in the preparation and analysis of data and reporting for admissions, retention, and other student success analytics.
- Serve as liaison between Dean and constituents, management team, students, staff members, and the public. Screen visitors and callers to determine reason(s) for contacting Dean's office; provide information regarding policies and procedures; resolve problems for students, public, and others within established procedures and practices or refer to other team members those situations not requiring Dean's attention.
- Seek legal counsel to review legal issues/legislation relating to student enrollment and retention.
- Prepare, monitor, and maintain budget for division. Initiate purchase orders, monitor available funds and compliance. Balance accounts, detect discrepancies, investigate and resolve. Keep log of Pro-card expenditures and reconcile charges.
- Serve on college wide committees and/or search committees as division representative. Participate and/or assist with college ceremonies such as Convocation and Commencement, etc.
- Provide instruction, guidance, and supervision to clerical staff as necessary.
- Perform other similar duties as responsibilities necessitate or as requested by the Dean.