



**HUDSON  
COUNTY**  
COMMUNITY COLLEGE  
**VACANCY NOTIFICATION**  
**Posting Date: February 28, 2017**

**PART-TIME RECORDS CLERK (HUMAN RESOURCES DEPARTMENT)**

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

The College is currently searching for part-time RECORDS CLERK. Reporting to the Chief Human Resources Officer, the Records Clerk will be responsible for the following:

- File incoming material such as contracts, change of address, pensions and benefits, performance appraisals, any and all personnel documentation.
- Search for and investigate information contained in files, complete audits, keep files current, and supply information from file data or remove files upon request.
- Maintain the file room in order.
- Create files as needed when new employees are hired.

**Requirements:** High School diploma required. Ability to maintain sensitive and confidential data and able to interact positively and harmoniously with students and colleagues and have strong interpersonal and verbal communications skills. Strong organizational skills and attention to detail is required. Bilingual is a plus.

**To Apply:** Send letter of application, resume, salary requirements and names/contact information of three professional references.

Department of Human Resources  
81 Sip Avenue, Mezzanine Level  
Jersey City, NJ 07306  
E-mail: [Resumes@hccc.edu](mailto:Resumes@hccc.edu)  
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit:  
[www.njherc.org](http://www.njherc.org), [www.higheredjobs.com](http://www.higheredjobs.com) and [www.latinosinhighered.com](http://www.latinosinhighered.com)

*As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.*

**HCCC IS AN EEO/AA EMPLOYER**