



**HUDSON
COUNTY
COMMUNITY COLLEGE**
VACANCY NOTIFICATION
Posting Date: March 21, 2017

**PT Office Assistant
(16-24 hours/week)**

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' (AACCC) 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 an experienced **Part Time Office Assistant** for Advisement and Counseling. Advisement and Counseling Services is part of the Center for Academic & Student Success and provides students with integrated services including academic advisement, counseling and transfer services. Under the supervision of the Director of Advisement and Counseling, the Office Assistant will promote student success in support of the College's, as well as the department's, mission and goals. The Office Assistant responsibilities include:

- Screening and checking in students at the front desk of the Advisement and Counseling Center
- Responding to phone and email inquiries in a timely manner
- Maintaining files and entering data into the Colleague system
- Assisting with all other duties as assigned in support of the office's mission

Requirements: Associate's degree or equivalent junior year status at college or university is required. The ideal candidate will be a team player that possesses strong verbal and written communication skills, with the ability to successfully balance multiple tasks while providing high quality customer service at all times. Experience working with a culturally and socioeconomically diverse student population is highly desirable. Proficiency with various computer software programs including Microsoft Office suite, Ellucian-Colleague (formerly Datatel) or similar higher education platform. Ability to speak Arabic or Spanish preferred but not required.

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

Department of Advisement and Counseling
Attn: Yvette Ramos
70 Sip Avenue, 2nd Floor
Jersey City, NJ 07306
E-mail: yramos@hccc.edu

For additional information and employment opportunities at HCCC, please visit:
www.njherc.org, www.higheredjobs.com and 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