



HUDSON
COUNTY
COMMUNITY COLLEGE
VACANCY NOTIFICATION
Posting Date: May 5, 2017

PT Customer Service Assistant (2 Positions)

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 seeking **part-time customer service assistants (2 positions)**. Under the supervision of the Director, the Customer Service Assistant will be the first departmental representative to greet visitors and students in person and/or on the telephone. The assistant's main responsibility will be to provide students with accurate information given in a friendly manner in order to increase departmental enrollment. The assistant will assist with clerical duties as needed. The position will occasionally require attendance at recruitment events which may take place during nights and/or weekends.

Requirements: Candidates must possess at least a high school diploma (or equivalent) and must be bilingual in Spanish or Arabic (Spanish preferred) with excellent communication skills (verbal and written). They must possess at least one year of successful customer service experience. This position requires computer proficiency and the ability to use Microsoft Word, Excel, and Outlook at an intermediate level. This is a part-time, temporary position which will require the applicant to work at both the Jersey City and North Hudson campuses.

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

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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