



VACANCY NOTIFICATION

Posting Date: November 16, 2017

PT Programming Assistant

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 Programming Assistant for the Office of Student Activities (OSA). This position will assist in the planning, promoting, implementation, staffing and supervision of OSA programming, leadership development, and community service opportunities at the Jersey City Campus as well as at the North Hudson Campus located in Union City. Hours include weekday office hours, with some evening and weekend hours and the opportunity to oversee off-campus trips. The position reports to the Director of Student Activities. Duties also include assisting with office duties, including but not limited to answering office phones, providing exceptional in-person customer service, and data entry. Programming Assistants will be responsible for ensuring that the student participants are engaged and informed about programs and services on campus. Must have a positive attitude, strong work ethic, and computer and interpersonal skills.

Qualifications: Required: Bachelor's Degree, or Associate's Degree plus 2 years with related experience, ability to work up to 24 hours a week, with flexibility to work day or evening, week day or weekend. The qualified candidate must possess excellent communication and interpersonal skills both in person and on the telephone and a commitment to excellent customer service is essential. Experience working with a culturally diverse college population is highly desirable and Community College experience is a plus. Proficiency with various computer software programs including Microsoft Office Suite, and knowledge of social media platforms is preferred. Other preferred qualifications include basic or advanced knowledge of the Spanish language, previous experience in activities/event planning/student leadership. It is also preferred if you are currently enrolled in a Higher Education/Counseling/Other Relatable field MA program.

To Apply: Send letter of application, resume, salary requirements 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.

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