



**HUDSON  
COUNTY  
COMMUNITY COLLEGE**  
**VACANCY NOTIFICATION**  
**Posting Date: December 14, 2016**

**Enrollment Support Assistant  
(Part Time, Maximum of 24 hours a 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' (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.

**Position Summary:**

Performs data entry of various information and provides clerical/customer service support within the Enrollment Services area of Student Affairs.

**Essential Responsibilities:**

1. Assist students or applicants at the Enrollment Services counter or other customer service stations.
2. Answer general questions about the College and Enrollment Services policies, procedures, and processes and activities specific to student records.
3. Accurately enter and update data and meet deadlines.
4. Manager paper, email and fax requests for HCCC transcripts.
5. Communicate effectively with students and staff.
6. Orient students to the My Hudson student portal and other electronic media sources.
7. Support special College events, recruiting outings, workshops and fairs as needed.
8. Perform other duties as assigned by the staff of the Office of Enrollment Services.
9. Projects a positive self-image of professionalism, appearance, confidentiality, courtesy, conduct, honesty, fairness, and personal integrity at all times.

10. May perform other data entry, clerical, and customer services activities, as required.  
Remains flexible and adaptable in work schedules and work assignments as defined by College and departmental needs.

**Requirements:** Associate degree required, Bachelor's degree preferred. Must have experience working in customer service and/or higher education. Seeking proficiency with Microsoft applications, including Outlook, Excel, Word, PowerPoint and Access, as well as in the use of office equipment (faxing, photocopy, scan, multiline phone, etc.).

**Special Knowledge, Skills and Abilities:**

Must be highly organized, detail-oriented and able to work in a fast-paced environment with a diverse student population. Must be a team player and demonstrate accountability and ownership of tasks. Ability to maintain confidentiality of records and information required. Effective interpersonal prioritization skills required. Bilingual ability preferred (Spanish and/or Arabic). Must have the ability to provide consistent hours on a weekly basis and the flexibility to adjust schedules as needed, including weekends and evenings.

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

Enrollment Services Department  
Attn: Chenelle Smith, Associate Registrar  
70 Sip Avenue, 1<sup>st</sup> Floor  
Jersey City, NJ 07306  
E-mail: [csmith@hccc.edu](mailto:csmith@hccc.edu)  
Fax: (201) 714-2136

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**