



VACANCY NOTIFICATION

Posting Date: 06-06-2019

Administrative Assistant, Continuing Education & Workforce Development

Hudson County Community College is an award-winning, comprehensive urban college with two campuses located just minutes from Manhattan in Jersey City and Union City, NJ. The Journal Square campus sits at the center of Journal Square in the center of Jersey City, next to a major PATH station and transportation hub, while the Union City campus sits adjacent to a vital light rail station.

Fully accredited by the 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 a finalist 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 state-of-the-art, award-winning Glen Gabert Library Building.

The College is currently looking for a full-time **Administrative Assistant, Continuing Education & Workforce Development** (CEWD). Reporting directly to the Dean of CEWD, the Administrative Assistant will assist in the daily operations of the division. The Administrative Assistant will have experience in independently prioritizing their own workload in determining how best to accomplish work objective and provide administrative support to those supported. This senior support professional is also proactive in identifying, following-through, and resolving various issues. Participates in special assignments and projects, as required.

Requirements:

Minimum of a High School diploma or equivalent required with a minimum of four-six years of related work experience. Effective communication and interpersonal skills required. Working knowledge of standard office equipment required. Computer proficiency required with an emphasis on word processing, spreadsheet, and data management skills. Basic courtesy, tact, diplomacy, negotiation and influence skills required, as well as effective problem-solving skills and the ability to operate independently, prioritize and organize own work schedule, multi-task, and meet established deadlines. Excellent typing, keyboarding, recordkeeping, and organization skills required. An understanding of a commitment to the role of a comprehensive community college in an urban multi-cultural setting also required and prior experience working with non-traditional students from diverse cultural and ethnic backgrounds are essential.

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.

HCCC IS AN EEO/AA EMPLOYER

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