



VACANCY NOTIFICATION

ADMINISTRATIVE ASSISTANT FOR HUMAN RESOURCES

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' (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 state-of-the-art, award-winning Glen Gabert Library Building.

The college is looking for a full-time Administrative Assistant to join our Human Resources team. Reporting to the Vice President for Human Resources, the Human Resources Administrative Assistant position is responsible for supporting the administrative needs of the human resources office. A front line, customer service-oriented position, reporting to the Vice President of Human Resources. With little to no direction, provides advanced administrative support to those supported. Operates independently in prioritizing own workload in determining how best to accomplish work objectives. Is proactive in identifying, following-thru, and resolving various issues. Participates in special projects, as required.

Duties, Responsibilities and Essential Functions include:

- Provides advanced administrative support to those supported such as answering, screening, and responding to inquiries on behalf of those supported; drafting, typing, proofreading, and editing basic to complex documents; creating and maintaining confidential and sensitive files and records; opening, distributing, and independently and proactively responding to mail; maintaining inventory and ordering supplies; reviewing invoices and resolving discrepancies; etc.
- Keeps those supported continually aware of both routine and unusual work area situations requiring his/her prompt attention. Resolves routine to complex questions and uses own judgment to refer the more complicated issues to a higher level for resolution.
- Anticipates information needed by those supported and independently takes necessary action to compile and disseminate information.
- Speaks and acts on behalf of those supported regarding a variety of issues and topics that may cross College Divisions. Deals directly with external contacts in a liaison capacity on behalf of those supported.
- Initiates and independently composes correspondence often of a diversified, complex, technical, or confidential nature. Organizes and prepares complex documents and presentations requiring the integration of multiple office technology and software applications.

- May participate in special projects, proactively tracking status of work in progress. Independently initiates necessary follow-up action to ensure adherence to established project timeframes and effectively collaborates with others to contribute to project completion. May independently conduct special projects on behalf of those supported or ensure project completion through the support or leadership of others.
- May independently gather, summarize, and analyze data and prepare various reports on behalf of those supported and as requested by others.
- Maintains calendar for those supported, scheduling and recording appointments as requested. May arrange simple to difficult travel plans on behalf of those supported.
- Utilizes
- word processing equipment and software on a regular basis to develop complex documents, tables, macros, charts, custom manuscripts, formulas, etc.; import and export data and graphics; design and create routine to complex presentation materials; perform custom formatting, etc., and to perform basic input and editing of text for correspondence, etc.
- May design non-routine data spreadsheets involving complex statistical formulas, look-up tables, links, complex macros, graphic files, etc., as well as perform basic input and editing of data to existing spreadsheets to ensure accuracy and currency of data, etc.
- May access one or more department-specific databases to locate and retrieve information, input and update data, create new files, import and export data, and generate various complex reports. May design and implement program modifications and improvements. Performs troubleshooting, resolves technical operational problems, works with system upgrades and conversions, and may serve as a technical expert or liaison.
- Interacts with individuals both within and outside of the College to gather, provide, clarify and resolve routine to complex information. Resolves daily work issues that may have both short- and long-term impact and may serve as a liaison between various College Divisions. May personally reconcile the more complicated, sensitive, and/or confidential issues.
- May provide supervision to student workers or may serve as a group leader to provide guidance, direction, and training regarding work activities within assigned area.
- May collect data from multiple sources both within and outside of the College, perform a variety of calculations, and conduct an analysis of all data for review by those supported.
- Projects a positive self-image of professionalism, appearance, confidentiality, courtesy, conduct, honesty, fairness, and personal integrity at all times.
- Performs various other administrative support activities, as needed or as assigned. Remains flexible and adaptable in work schedules and work assignments as defined by College and departmental needs.
 - Receives, screens, and directs all visitors, telephone calls, and mail. Assists in the preparation and arrangements for various department meetings. Sets up and maintains confidential files, records, memorandums, and reports. Processes paperwork as required for employees
 - Interfaces with related departments, staff, faculty, and students.
 - Assists with tuition reimbursement program, recruitment responses, and employment verification, and Insurance Waiver program.
 - Oversees the office supplies and inventory.

Required Education & Experience:

Associate's degree with a minimum of four-six years of related work experience. Prior HR or experience in a higher education environment preferred.

Competencies and Skills Required:

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. Bilingual ability a plus.

Administrative Assistant for Human Resources

E-mail: resumes@hccc.edu

For additional information and employment opportunities at HCCC, please visit:

www.njhrc.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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