



VACANCY NOTIFICATION

PART-TIME CUSTOMER SERVICE ASSISTANT

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 searching for a Part-Time Customer Service Assistant for the North Hudson Campus in Union City, NJ. Under the general guidance of the Customer Service Manager in the Mail Room, the Part-Time Customer Service Assistant will be responsible for supporting the Customer Service department with the day-to-day operations. This Part-Time position will require the applicant to work at the North Hudson campus in Union City, NJ.

Essential Responsibilities: Assist with pick-up of mail from Post Office, sort mail and packages by department, distribution of mail and packages to all sites. Assist with copy job request. Assist with clerical duties as needed.

Physical Demands: Must be able to lift up to 50 lbs.

Schedule: Must be able to work the following schedule/hours: Monday to Thursday from 1:00pm-6:00pm and Friday from 1:00pm to 5:00pm.

Requirements: Minimum of a High School diploma with a minimum of three years of related technical work experience required; Associate degree with two years of related technical experience preferred.

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

Customer Service Department
Attn: Gilda Darias
162-168 Sip Avenue
Jersey City, NJ 07306
E-mail: gdarias@hccc.edu

[For additional information and employment opportunities at HCCC, please visit: www.njherc.org,](http://www.njherc.org)
www.higheredjobs.com and www.latinosinhighered.com

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