



VACANCY NOTIFICATION

EXECUTIVE ADMINISTRATIVE ASSISTANT - FINANCE

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 looking for a full-time Executive Administrative Assistant for the Finance Department. Under the supervision of the Vice President for Business and Finance/CFO, the Executive Administrative Assistant provides administrative support of considerable complexity, performs general office functions and administrative work as required and supervised. Works under rather broad general instructions and requires only an outline of what is to be done. Must work with some degree of independence and on own initiative, and exercise absolute discretion particularly as it relates to student privacy/disciplinary issues.

Essential Responsibilities:

The Executive Administrative Assistant provides general administrative support such as answering, screening, and responding to inquiries on behalf of their supervisor; 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; organizing the work assignments for part-time staff/work-study students. In addition, the Executive Administrative Assistant coordinates room scheduling for the respective supervisor.

Position Requirements:

Three to five years of secretarial experience in a college setting, with a thorough working knowledge of office routines and procedures. Community College experience is strongly preferred. Bachelor's Degree required, Bilingual Ability (Spanish/English) is highly desirable.

Special Knowledge, Skills and Abilities:

Strong interpersonal skills: Ability to deal with the College community and public in a courteous customer-friendly manner, i.e., to effectively communicate and interact with students, faculty, and staff on a daily basis. Experience working with a culturally diverse college population is highly desirable. Strong knowledge of Microsoft Office, especially Word, Excel, and Outlook. Knowledge of technological applications related to student records; Experience with Ellucian ERP (formerly Datatel) is highly desirable.

TO APPLY: Email letter of interest, resume and three references to resumes@hccc.edu .

Please use EXECUTIVE ADMINISTRATIVE ASSISTANT – FINANCE in the subject line.

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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