



## **VACANCY NOTIFICATION**

### **Office Assistant, Radiology Program**

(Posted 7/11/19)

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college with three campuses located just minutes from Manhattan in Jersey City, Secaucus, and Union City, New Jersey. The Journal Square campus sits in the center of Jersey City, next to a major PATH station and transportation hub, while the North Hudson Campus in Union City sits adjacent to a vital light rail station; the Secaucus campus has abundant parking.

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. HCCC was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with a series of New Jersey Business & Industry Association's Good Neighbor Awards: 2009 for the Culinary Conference Center, 2012 for the North Hudson Campus, and 2015 for the award-winning Gabert Library. In 2017, the College acquired the CarePoint School of Nursing (formerly Christ Hospital School of Nursing) and has since transitioned it to the fully-accredited HCCC School of Nursing, with its students performing among the highest in New Jersey on their NCLEX exams. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in its student success work. The Culinary Arts Institute is continually recognized as one of the finest in the nation.

The College is looking for an Office Assistant for the Radiology Program.

#### **QUALIFICATIONS:**

- High School Diploma or Equivalent
- Preferred: Advanced education in word processing applications and secretarial methodologies

#### **MAIN FUNCTION:**

Office Assistant will support the Radiography Program as part of the Division of Nursing and Health Sciences for Hudson County Community College.

#### **JOB DUTIES:**

Greets students, faculty and staff at front desk. Answers phone inquiries on general information and takes messages that require additional assistance. Redirects higher level inquiries to appropriate administrator to address. Receives and distributes office mail. Maintains supplies by checking stock of office supplies, filling paper to copy machines, printers and fax machines. Delivers confidential inter-office mail/correspondence that is time sensitive. Filing, assisting in copy projects, and maintaining and updating worksheets and documents; prepares materials for meetings and events.

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

Cheryl Cashell, MS, R.T. (R)(M)(QM)  
Program Director  
Radiography Program  
Hudson County Community College  
Joseph Cundari Center Bldg F  
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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**

**Take Survey**