HUDSON COUNTY COMMUNITY COLLEGE

VACANCY NOTIFICATION

Posting Date: October 4, 2018

Part-Time Administrative Assistant

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by 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 one of just five finalists in the U.S. 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 Library Building.

The College is currently searching for a **Part-Time Administrative Assistant.** The Part-Time Administrative Assistant provides administrative support such as: editing basic to complex documents, proofreading, creating/maintaining files; compiling reports and proactively responding to mail. The admin will also assist with supporting documentation for various projects. In addition, the Part-Time Administrative Assistant participates in special projects as assigned and proactively tracks status of work in progress; independently initiates necessary follow-up action to ensure adherence to established timeframes; and effectively collaborates with others to contribute to project completion. Reporting to the Controller, the position assists other members of the Finance team as required.

Required: High School diploma or equivalent; Associate's or Bachelor's degree preferred. Minimum of three years related work experience. Working with a culturally diverse college population is highly desirable. Community college experience is a plus. A commitment to excellent customer service is essential. Proficiency with various computer programs including the Microsoft Office suite (e.g. Word, Excel) is important. Knowledge of Ellucian/Colleague is helpful.

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

Geoffrey Sims
Controller
Hudson County Community College
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For additional information and employment opportunities at HCCC, see HigherEdJobs.com **HCCC is an EEO/AA Employer.**

As a NJ *First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.*