



**HUDSON
COUNTY
COMMUNITY COLLEGE**
VACANCY NOTIFICATION
Posting Date: April 12, 2018

PT EOF Office Assistant

Hudson County Community College 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 OFFICE ASSISTANT. Reporting to the Assistant Director of the Educational Opportunity Fund (EOF) Program, the Office Assistant will perform diversified duties in our active department, including assisting with clerical duties, including filing and data entry, student recruitment, and event planning and execution. This is a part-time assignment of up to 24 hours per week maximum, depending on departmental needs. Perform other related duties as assigned.

Requirements: Associates Degree required. Ability to maintain sensitive and confidential data and able to interact positively, professionally, and harmoniously with students and colleagues and have strong interpersonal, written, and verbal communications skills. Must be proficient with various computer software programs such as Microsoft Office Suite including Word, PowerPoint, Access and Excel. The use of Colleague or higher education related platform is preferred, as is professional social media experience.

Experience working with a culturally diverse college population, preferably in an opportunity program, is highly desirable. Experience working in higher education recruitment preferred. Bilingual is a plus.

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

Educational Opportunity Fund Program
ATTN: Ms. Rosa Perez
Hudson County Community College
2 Enos Place, Lower Level
Jersey City, NJ 07306
E-mail: rperez@hccc.edu

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