VACANCY NOTIFICATION
Posting Date: August 21, 2015

Student Financial Assistance Aide

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 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 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 New Good Neighbor Awards in 2009 for the Culinary Conference Center and in 2012 for the North Hudson Higher Education Center.

The College is currently searching for an experienced full-time Student Financial Assistance Aide. Reporting to the Associate Dean for Student Financial Assistance, the Student Financial Assistance Aide will be responsible for providing assistance to students and parents regarding the financial assistance process and to contribute to the overall efficient operations of the Student Financial Assistance Office. Performs various administrative and support activities at the Student Financial Assistance Office window and provides assistance to students and parents regarding the financial assistance application process.

Minimum of a High School diploma with a minimum of one year of related work experience required. Practical knowledge of basic office and administrative procedures required. Familiarity with student financial assistance reviews, processing, and award determination activities preferred. Familiarity with current and changing Federal and State rules and regulations regarding financial assistance preferred. Knowledge of accounting practices and familiarity with tax returns helpful. Effective verbal and written communication skills, interpersonal, and customer service skills required to effectively collaborate with prospective, new and existing students, faculty, advisors, counselors, and all levels of employees and management. Effective organization and time management skills required with a keen attention to detail. Computer proficiency and knowledge of automated financial assistance and student information systems also required.

TO APPLY: Send a letter of application, resume, salary requirements and names/contact information of three professional references to:

Via USPS: Hudson County Community College
Department of Human Resources
81 Sip Avenue - Mezzanine Level
Jersey City, NJ 07306

Via Email: Resumes@hccc.edu

Via Fax: 201-714-2509


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