REVISED
Executive Administrative Assistant
(Confidential)

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 Arts Conference Center and in 2012 for the North Hudson Higher Education Center.

The College is currently searching for an experienced Full-time Executive Administrative Assistant. Reporting directly to the Vice President for the Administrative Services, the Executive Administrative Assistant provides administrative support of considerable complexity, performs general office functions and administrative work as required and supervised by the Vice President. Must work with some degree of independence and or own initiative, and exercise absolute discretion. The Executive Administrative Assistant provides general administrative support such as answering, screening, and responding to inquiries on behalf of the Vice President; 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 and maintains scheduling of appointments for the Vice President.

Associate’s degree required and Bachelor degree is highly desirable. Five to Ten years of secretarial experience in a college setting, with a thorough working knowledge of office routines and procedures. Effective verbal and written communication skills, interpersonal and customer service skills required. Experience working with a culturally diverse college population is highly desirable. Proficiency with various computer software programs including Microsoft Office suite including PowerPoint and Excel, and experience with Ellucian (formerly Datatel) Colleague or similar higher education platform is highly desirable.

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

Department of Human Resources
81 Sip Avenue, Mezzanine Level
Jersey City, NJ 07306
E-mail: Resumes@hccc.edu
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit:

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