



Position Vacancy Notice
Posting date: July 24, 2019

Administrative Assistant, College Libraries

Hudson County Community College is an award-winning, comprehensive urban college with two campuses located just minutes 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' (AACCC) 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 Libraries were awarded the ACRL Excellence in Academic Libraries award in 2016, the first New Jersey academic library to win the award. We are proud to offer this exciting opportunity to fulfill one's career goals in a progressive, vibrant, urban environment.

The college seeks a full-time **Administrative Assistant** for the College Libraries. Reporting to the Dean of Libraries, the Administrative Assistant is responsible for providing a full range of administrative support for the Library department. The Administrative Assistant is also responsible for coordinating library materials and supplies purchasing, book and electronic acquisitions, as well as communicating with vendors on a variety of products and services.

This position requires outstanding organization, planning, and communication skills, superior accuracy, and the ability to exercise sound judgment and discretion. The individual must be a self-directed, service-oriented professional. Duties include tracking expenditures, preparing regular reports, and assisting with various project-based work. The position also requires an individual who possesses the ability to cross-train in other areas while still performing the duties of the Administrative Assistant.

Essential Responsibilities:

- Provides general administrative support including but not limited to; responding to phone and email inquiries; processing paperwork as required for department staff; coordinating department calendars and scheduling appointments for the Dean; maintaining personnel and vendor files with accurate records of budget expenditures.
- Manages library purchasing, requisitions and distribution of items under direction of the Dean and in partnership with other college departments.
- Monitors balances and expenditures; maintain all accounts receivable and payable for the library in cooperation with Finance. Reconciles entries with expenditure spreadsheets.
- Prepares preliminary budget estimates and assist with regular reports and annual operating budget justifications.
- Supports librarians with purchase requests, orders and communication with vendors.
- Provides administrative support for library search committees; ensures confidentiality of information.

- Verifies timecard entries for department. Track departmental leave and total paid time for pay period. Resolve inaccurate or incomplete time records with supervisors and/or staff.
- Schedules departmental and committee meetings. Compile meeting agendas, records and distribute minutes of staff meetings, librarians' meetings and inter-departmental meetings.
- Handles travel reimbursements and make travel arrangements for departmental staff.
- Initiates facilities work orders and follows to completion.
- Oversees office supplies and inventory for the two campus libraries.
- Assists with planning and execution of library sponsored programs and events.
- Performs other duties and responsibilities as assigned.

Minimum Qualifications

- Graduate of college, business school or a community college with courses in accounting, public administration and related subjects.
- Minimum 3 years of progressively responsible office work or equivalent combination of education and experience.

Required skills

- Proficiency in word processing, spreadsheet, email and calendar applications.
- Demonstrate ability to communicate effectively, including proficiency in clear and concise oral and written communication, as well as telephone etiquette skills.
- Knowledge of basic bookkeeping.
- Highly detail oriented with excellent organizational skills.
- Ability to prioritize and work with minimum direction and without close supervision.
- Strong interpersonal skills and ability to deal tactfully with library and college staff, faculty, students and general public.
- Ability to use good judgment in identifying and dealing with problems.

Preferred Qualifications

- Experience in a higher education environment or library.

Review of applications to begin

August 1, 2019

Applications

Email cover letter, resume and three professional references as a single PDF attachment to libraryjobs@hccc.edu, with the email subject "Administrative Assistant application." Only applicants who follow this format will be considered.

Due to the anticipated volume of responses, we will only contact those candidates who mostly closely match our requirements.

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.

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