Secretary, ESL/Bilingual Program

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 an experienced full-time secretary for the ESL/Bilingual Program which offers courses at both campuses. The Secretary will report to the ESL/Bilingual Program Director and will provide administrative support such as answering, screening, and responding to domestic and international inquiries, typing, proofreading, and editing basic to complex documents; creating and maintaining confidential and sensitive files and records; proactively responding to mail; maintaining inventory and ordering supplies. In addition, the Secretary participates in special projects such as in-house test production and score reporting, securing classroom substitutes, managing ESL office in Union City and others as assigned. The Secretary proactively tracks status of work in progress; independently initiates necessary follow-up action to ensure adherence to established project timeframes; and effectively collaborates with others to contribute to project completion. Must have be bilingual (Spanish/English), have excellent computer skills, ability to learn computer software system and to organize and complete complex tasks. Will perform other duties as assigned.

Requirements: High School diploma or equivalent required with a minimum of three years of related work experience in an academic higher education office. The qualified candidate must possess excellent communication and interpersonal skills both in person and on the telephone and a commitment to excellent customer service is essential. Experience working with a culturally diverse college population is highly desirable and Community College experience is a plus. Proficiency with various computer software programs including Microsoft Office suite including Access and Excel, and experience with Ellucian (formerly Datatel) Colleague or similar higher education platform required.

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:
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