VACANCY NOTIFICATION
Posting Date: June 8, 2016

Programming Assistant
(Part Time 24 hours a week maximum)

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.

Programming Assistant
The Programming Assistant for the Office of Student Activities is a part-time paid internship opportunity, working directly with the Office of Student Activities professional and student staff to support programming for over 9,000 students. This position will assist in the planning, promoting, implementing, attending and supervising of OSA programming at the Jersey City Campus as well as at the North Hudson Higher Education Center (Union City). Hours include weekday office hours, some evening hours and the opportunity to oversee off-campus trips. The position reports to the Director of Student Activities.

Duties and Responsibilities:
• Works with OSA Staff on programming, evaluating and administrative duties
• Responsible (along with other OSA Staff) for planning, promoting, implementing, attending and facilitating weekly programming
• Responsible for ensuring that student participants are engaged, and maintain accurate records of events/budgets for assessment purposes

Qualifications, PREFERRED:
• Previous Experience in Student Activities/Leadership Development
• Enrollment in a Higher Education/Counseling/Other Relatable field MA program
• Experience in leading programs or leadership/skill-building workshops
• Previous experience working with Student Activities within higher education

Requirements: Bachelor’s Degree or equivalent required with a minimum of 2 years of related work experience. Ability to work up to 24 hours/week. Position subject to background check. 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, Outlook, Adobe including Access and Excel, and experience with Ellucian (formerly Datatel) Colleague or similar higher education platform required. Social Media Advertising, Strong Interpersonal skills and ability to work in a team atmosphere, Previous experience planning/facilitating large scale events and/or working with vendors preferable.
**To Apply:** Send letter of application, resume, salary requirements and names/contact information of three professional references.

Office of Student Activities  
Attn: Veronica Gerosimo, Director of Student Activities  
25 Journal Square, Room 104  
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For additional information and employment opportunities at HCCC, please visit:  
[www.njherc.org](http://www.njherc.org), [www.higheredjobs.com](http://www.higheredjobs.com) and [www.latinosinhigered.com](http://www.latinosinhigered.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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