Administrative Assistant  
(Student Services)

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 Administrative Assistant. Reporting directly to the Assistant Dean of Students, the Administrative Assistant provides administrative support of considerable complexity, performs general office functions and administrative work as required and supervised by the Assistant Dean. The Administrative Assistant also provides administrative support to the Career Development Center. Works under rather broad general instructions and requires only an outline of what is to be done. Must work with some degree of independence and on own initiative, and exercise absolute discretion particularly as it relates to student privacy/disciplinary issues. The Administrative Assistant provides general administrative support such as answering, screening, and responding to inquiries on behalf of the Assistant Dean; 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; organizing the work assignments for part-time staff/work-study students.

Requirements: Three to five years of secretarial experience in a college setting, with a thorough working knowledge of office routines and procedures. Community College experience is strongly preferred. Strong interpersonal skills: Ability to deal with the College community and public in a courteous, customer-friendly manner, i.e., to effectively communicate and interact with students, faculty, and staff on a daily basis. Experience working with a culturally diverse college population is highly desirable. Strong knowledge of Microsoft Office, especially Word, Excel, and Outlook. Knowledge of technological applications related to student records; Experience with Ellucian ERP (formerly Datatel) is highly desirable. Bachelor's Degree preferred, Associate's Degree required. Bilingual Ability (Spanish/English) 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: 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