Enrollment Support Assistant
(Admissions Office)

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 a **Full-time Enrollment Support Assistant**. Reporting to the Director of Admissions, the Enrollment Support Assistant will perform data entry and related processing functions, on those students transferring to Hudson County Community College. The Enrollment Support Assistant will effectively communicate with, and provide assistance and support to, prospective, new and existing students, as well as administrative and academic departments within Hudson County Community College, and other colleges and accrediting institutions. In addition to the above responsibilities, the Enrollment Support Assistant may also perform other student support activities, as necessary. The Enrollment Support Assistant must be flexible and be able to adapt to changes in their work schedules and assignments as defined by the College and departmental needs. Will also perform other related duties as delegated or assigned.

Associate degree required with a minimum of three years of related experience in higher or public education preferred. Effective verbal and written communication skills, interpersonal and customer service skills required. Good typing/keyboard skills required. Proficiency with various computer software programs and the use of Ellucian-Colleague or similar higher education platform. Effective organization, prioritization and critical thinking skills required. A keen attention to detail and the ability to deal with confidential information required. **Bilingual ability preferred (Spanish and/or Arabic).**

**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](http://www.njherc.org), [www.higheredjobs.com](http://www.higheredjobs.com) and [www.latinosinhighered.com](http://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