INTERNAL VACANCY NOTIFICATION
Posting Date: October 9, 2015- October 22, 2015

Administrative Assistant- Facilities Department

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 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’ (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association’s New Good Neighbor Awards in 2009 for the Culinary Conference Center and in 2012 for the North Hudson Higher Education Center.

The College is currently searching for a full-time Administrative Assistant. The Administrative Assistant will provide administrative support such as answering and screening telephone calls, responding to inquiries, typing, proofreading, and editing basic to complex documents; creating and maintaining confidential files and records; opening, distributing, and independently and proactively responding to mail; maintaining inventory and ordering supplies. In addition, the Administrative Assistant will assist in the facilitation and documentation of meetings, participate in special projects as assigned, and proactively track 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. Perform other related duties as delegated or assigned.

High school diploma or equivalent required with a minimum of four to six years of related work experience. A commitment to excellent customer service is essential. Experience working with a culturally diverse college population is highly desirable. Community College experience is a plus. Effective verbal and written communication skills, interpersonal and customer service skills required. 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: To apply: Send letter of application, résumé, salary requirements and names/contact information of three professional references.

Via USPS: Hudson County Community College
Department of Human Resources
81 Sip Avenue - Mezzanine Level
Jersey City, NJ 07306

Via Email: Resumes@hccc.edu

Via Fax: 201-714-2509


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