PART-TIME HUMAN RESOURCES ASSISTANT
(PART-TIME POSITION)

Hudson County Community College, a fast-growing mid-sized urban community college, is searching for a part-time HUMAN RESOURCES ASSISTANT. Reporting to the Executive Director for Human Resources, the Human Resources Assistant will perform diversified duties in our active Human Resources Department including assisting with clerical duties, filing, recruitment, data entry, new employee orientation and benefits administration. This is a part-time assignment of up to 24 hours per week maximum, depending on departmental needs. Perform other related duties as assigned.

QUALIFICATIONS: High School diploma required. At least one year full-time equivalent experience working in higher education. Ability to maintain sensitive and confidential data and able to interact positively and harmoniously with students and colleagues and have strong interpersonal and verbal communications skills. Proficiency with various computer software programs such as the Microsoft Office Suite including Access and Excel, and the use of DATATEL-Colleague is required. Bilingual (English/Spanish) is a plus.

TO APPLY: Send letter of application, resume, salary requirements and three references to:

Department of Human Resources
Attn: Michelle Guzman
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