Systems Coordinator, Non-Traditional Programs

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 seeking a full-time Systems Coordinator. This position reports directly to the Dean of Non-Traditional Programs. The Coordinator will implement and maintain of the Ellucian student record-keeping system for Non-Traditional programs and for the data entry for the division departments. In addition, the Coordinator oversees the student enrollment process for the programs and interfaces with students and faculty to ensure that classes are posted and scheduled and payments are tracked and received in a timely manner. The coordinator will also be responsible for coordinating other division systems as required. Bachelor's degree and experience in Ellucian or similar computerized higher education record-keeping system required. Two to three years of experience in accounts receivable including monthly reconciliations strongly desired. The candidate must be proficient with Microsoft Office, Word and intermediate Excel and have excellent oral, written and organizational skills. The individual must possess exceptional customer service skills. The candidate must be able to interact effectively with various HCCC departments and demonstrate an understanding of, and commitment to, the role of a comprehensive community college in an urban multi-cultural setting. This is a 12-month, full-time administrative position.

Qualifications: Higher Education Enterprise Resources Planning (ERP) Systems (Colleague), Higher Education Web Based Systems (WebAdvisor), Internet Based Portal Systems (SharePoint), and/or Report writer systems (Business Object Web).

To Apply: Send letter of application, résumé, salary requirements and names/contact information of three professional references.

Department of Human Resources
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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