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 searching for a full-time Secretary. Reporting to the Associate Dean of STEM, will provide administrative support such as answering, screening, and responding to inquiries, typing, proofreading, and editing basic to complex documents; creating and maintaining confidential and sensitive paper and electronic files, records, and reports; opening, distributing, and independently and proactively responding to mail; maintaining inventory and ordering supplies. In addition, the Secretary participates in special projects as assigned, and proactively tracks 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. The Secretary coordinates the budgets for the office. Will perform other related duties as assigned.

Preferred: Associate degree preferred, with a minimum of two years of related work experience preferred. 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. Proficiency with various computer software programs including Microsoft Office suite including Word and Excel, and the use of Ellucian-Colleague preferred.

To Apply: Send letter of application, resume, salary requirements and three references to:

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

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