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.

Hudson County Community College, a fast-growing mid-sized urban community college, is looking for a **full-time Student Financial Aid Assistant**. Under the Supervision of the Associate Dean or other supervisor, the Financial Aid Assistant will be responsible for providing advisement to students and parents in the financial aid application process, financial aid verification process and assist with aid programs as determined. Responsibilities will include various administrative activities in support of the Office of Student Financial Assistance to contribute to the efficiency of Office operations. Will also perform other related duties as delegated or assigned.

Two years experience in Financial Aid required, Associate degree preferred. Ability to gain an understanding of federal and state statues, institutional regulations and policies. Ability to work with a diverse student population. Must possess knowledge and experience with a computerized financial aid system. 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:** Send letter of application, résumé, 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)

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**As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.**