Hudson County Community College, a fast-growing mid-sized urban community college, is seeking a **full-time Assistant Registrar** for the Enrollment Services Department. Under the supervision of the Registrar, the Assistant Registrar’s is responsible for classroom and course scheduling, document imaging, and academic records management. The Assistant Registrar’s will assist the Registrar with the day-to-day management of the office, including registration and transfer credit process. The Assistant Registrar’s will serve as the designated School Official on behalf of the College reporting requirements to ICE. The Assistant Registrar’s will also contribute and offer leadership to the Enrollment Services area and be the liaison to the Office of Information Technology.

A Bachelor’s degree is required with a minimum of two years’ experience at an educational institution. Some evenings and weekends required, bilingual ability preferred. Proficiency with use of Ellucian-Colleague (formerly DATATEL) and Business Objects or other higher education software preferred.

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

Department of Human Resources  
70 Sip Avenue, 3rd Floor  
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)

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