HUDSON COUNTY COMMUNITY COLLEGE

VACANCY NOTIFICATION

Posting Date: March 6, 2014

Assistant Registrar
(Enrollment Services Department)

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 New Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Higher Education Center.

The College is currently searching for a Assistant Registrar for the Enrollment Services Department. Reporting to the Registrar, position responsibilities include, but are not limited to the following: 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. Superior oral and written communications and interpersonal skills are required. Experience working with a culturally diverse community is highly desirable. Proficiency with various computer software programs and the use of Ellucian-Colleague (formerly Datatel) or similar higher education platform is preferred.

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

Via USPS: Hudson County Community College
Department of Human Resources
70 Sip Avenue – Third Floor
Jersey City, NJ 07306

Via Email: Resumes@hccc.edu

Via Fax: 201-714-2509

Additional information about the College please go to www.hccc.edu and employment opportunities at Hudson County Community College may be obtained at 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