SECRETARY
(Non-Credit Programs)
Internal Only

Hudson County Community College, a fast-growing mid-sized urban community college, seeks a full-time Secretary, Non-Credit Programs. Reporting directly to the Director of Non-Credit Programs, the Secretary will provide general clerical duties and administrative support for the department, and have active involvement with enrollments and projects. Responsibilities will include scheduling the part-time staff; assisting in the preparation and arrangements for various office meetings; setting up and maintaining files, records, memorandums, and reports; interfacing with related departments, staff, faculty, and other members of the department as needed; maintaining contact with organizational units providing support services such as data processing, accounting, purchasing, payroll, office services and human resources paperwork; assisting with budget management including preparing purchase order requisitions, check requests, reimbursements and transfers, and providing a monthly report of expenditures. Perform other related duties as delegated or assigned.

High school diploma or equivalent, plus three years of office experience, preferably in a college environment. Excellent communication and interpersonal skills with a variety of people, including students, College staff, and the public. Must be organized, detail-oriented, self-directed, and able to work in a fast-paced environment while managing project priorities at the same time; work well under pressure. Familiarity with Continuing Education/Non-Credit practices preferred. Proficiency with various computer software programs including Microsoft Office Suite including Word and Excel required and the use of Ellucian (formerly Datatel) Colleague or similar higher education technology platform is preferred. Bilingual proficiency required.

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

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