



## **Position Vacancy Notice**

### **Part-Time Administrative Assistant**

Posting date: March 15, 2021

#### **College Overview**

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college serving one of the most historic and ethnically diverse areas of the United States. HCCC has three campuses located just minutes from Manhattan: the Journal Square campus in Jersey City and North Hudson Campus in Union City are adjacent to vital transportation hubs; the Secaucus campus has abundant parking.

Fully accredited by the Middle States Commission on Higher Education, HCCC serves more than 18,000 credit and non-credit students annually. The College offers more than 60 degree and certificate programs, including award-winning English as a Second Language, STEM (Science, Technology, Engineering and Mathematics), Culinary Arts/Hospitality Management, Nursing and Health Sciences, and Fine and Performing Arts. The HCCC Culinary/Hospitality Management program was ranked number six in the U.S. by Best Choice Schools. Over 94% of HCCC Nursing program graduates passed the NCLEX first time out, placing the program's graduates in the top tier of two- and four-year nursing programs nationwide. In 2017, the Equality of Opportunity Project ranked HCCC in the top 5% of 2,200 U.S. higher education institutions for social mobility. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in ensuring student success.

HCCC has partnerships with every major four-year college and university in the greater New Jersey-New York area and beyond, accommodating seamless transfer of credits for further undergraduate and graduate education.

The College has been recognized with numerous national and state awards for excellence in student success programming, diversity and equity, educational innovativeness, facilities design, and communications from the Association of Community College Trustees, American Association of Community Colleges, Association of College and Research Libraries, National College Learning Association, National Council of Teachers of English, College Advertising Awards, New Jersey Business & Industry Association, and others.

Hudson County Community College is proud of its culture of care and invites applications from those wishing to join a community dedicated to promoting student success in all its forms.

#### **Department/Division Introduction**

Facilities

#### **Position Summary/Job Description**

The College is currently searching for a **Part-Time Administrative Assistant**. The Part-Time Administrative Assistant provides administrative support such as: editing basic to complex documents, proofreading, creating/maintaining files; compiling reports and proactively responding to mail. The administrative assistant will also assist with supporting documentation for various projects. In addition, the Part-Time Administrative Assistant 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 timeframes; and effectively collaborates with others to contribute to project completion. Reporting to the Executive Director, the position assists other members of the Facilities team as required.

## **Required/Minimum Qualifications**

- High School diploma or equivalent; Associate's or Bachelor's degree preferred. Minimum of three years related work experience. Working with a culturally diverse college population is highly desirable. Community college experience is a plus. A commitment to excellent customer service is essential. Proficiency with various computer programs including the Microsoft Office, Outlook, Adobe, Word, Excel. Previous experience working with vendors and account payable is helpful.
- Demonstrated ability to interact with a culturally diverse population and to effectively and respectfully function and communicate within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.

## **Closing Date of Applications**

April 13, 2021 or until position is filled

## **Review of applications to begin**

ASAP

## **Applications**

For full consideration please send resume, cover letter, salary expectations, and a list of three professional references to Ilya Ashmyan

Executive Director of Operations  
Hudson County Community College  
[iashmyan@hccc.edu](mailto:iashmyan@hccc.edu)

**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 equal opportunity and affirmative action employer. We are committed to ensuring a diverse and inclusive learning and working environment. Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Women, veterans and minorities are encouraged to apply.

**Take Survey**