



Position Vacancy Notice

Financial Aid Office Assistant- Part Time
North Hudson Campus- Two positions needed
(Posting date: April 19, 2021)

Internal Candidates

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 students were born in 119 countries and speak 29 different languages. The diversity and the multitude of our community's cultures, life experiences, skills and aspirations, are the very values and traits that empower us to be productive and caring members of our society.

HCCC embodies an unwavering commitment to student success and an intentional focus on diversity, equity, and inclusion. In 2019, the President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI) was instituted to develop new levels of understanding and access and advance the College's commitment to transparency and inclusion. We are proud of the differences we share, which are the foundation for the life changing and transformational education we offer and the social mobility we provide to the communities we serve.

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, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most 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 Good Neighbor Awards in 2009 for the Culinary Conference Center, in 2012 for the North Hudson Campus, and in 2015 for the award-winning Gabert Library. In 2016 the Gabert Library was one of three academic libraries in the United States to receive the Excellence in Academic Libraries Award from the Association of College and Research Libraries (ACRL), and in 2019 the Tutoring Center received the Frank L. Christ Outstanding Learning Center Award for Two-Year Institutions. In 2019, the College joined Achieving the Dream as part of its expanding effort toward continuous improvement in 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. 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.

Position Summary/Job Description

Performs various activities of providing basic financial aid information to students and the college community. Provide excellent customer service for HCCC student population in disseminating information on financial aid.

Answer basic questions on financial aid such as the FAFSA application, deadlines, documents needed for file completion, Satisfactory Academic Progress, loan information, and financial aid sites to navigate via in person, emails, and text messaging.

Provide support for financial aid specialist with any activity related to completing student files such as verification documents or federal and state funding.

Participate in training, webinars, open houses, and any other college function that requires expertise in financial aid information for students.

Projects a positive self-image of professionalism, appearance, confidentiality, courtesy, conduct, honesty, fairness, and personal integrity always.

Member of various teams relating to document linking, answering phones, emails, or text messaging.

Supports a student-friendly environment in addressing student financial assistance issues.

Interacts regularly with Admissions, Counseling and Advisement, Bursar Office, to facilitate student financial assistance.

Performs other student financial assistance activities, as required. Actively participates in special projects, as required: Remains flexible and adaptable in work schedules and work assignments as defined by College and departmental needs.

Required/Minimum Qualifications

High School diploma or equivalent, six months' experience working in a college environment, office, or customer service position. Familiar with technology such as emails, text messaging, phone systems and student information systems. One year of college and knowledge of the FAFSA application. Proficiency with various computer programs including the Microsoft Office, Outlook, Adobe, Word, Excel. Knowledge of financial aid policies and procedures. Familiarity with the state and federal financial aid regulations.

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

Applications

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