



Position Vacancy Notice

Grant Program Assistant

Posting date: 08/03/2021

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 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.

Department/Division Introduction

The Division of Continuing Education and Workforce Development is an exciting and entrepreneurial office within the College, which offers a wide variety of non-credit classes, training courses, seminars, webinars, and pathways to a degree program for community members and businesses. These offerings are focused on revitalizing careers, upgrading skills and credentials, growing businesses, and pursuing pastimes and passions. Additionally, the HCCC Center for Business & Industry (CBI) is the area leader in developing and delivering educational classes and programs for Hudson County's businesses, organizations, and individuals. Join a winning team focused on serving the educational training needs of the Hudson County community.

Position Summary/Job Description

Reporting to the Grant Project Director, the Grant Program Assistant interfaces with students, instructors, and other College departments to ensure that instructional offerings are of the highest standard, books and supplies are ordered, and the program is run professionally. An essential function is to perform routine to complex clerical and technical

accounting grants management functions including overseeing financial administration such as accounting procedures to track expenditures, maintain adequate internal control systems, assist with financial audits, perform budget analysis, and adhere to grant funding procedures to efficiently record, summarize and report the result of financial activities. The position supports the department by providing customer service and seeks to resolve student issues and concerns. This is a full-time grant-funded position.

- Assist the Project Director and other program staff whenever necessary to ensure protocols and procedures are adhered to and strictly followed.
- Interface directly with students and the general public.
- Provide speedy response to all student concerns and complaints.
- Ensure proper registrations and record keeping. Works closely with office administrative staff to accomplish tasks.
- Correlate purchases and acquisitions to the strategies and goals outlined in the grant.
- Keep accurate records and inventory related to the project.
- Maintain all information necessary for auditing purposes.
- Maintain participant records and track participant progress, including placement and retention information.
- Ensure compliance with all state and federal and other grant requirements.
- Collaborate on the forecasting and tracking of individual project expenses.
- Prepare regular program reports.
- Interact with the grants management and finance department and ensuring grantee materials are filed appropriately.
- Perform other duties as assigned.

Required/Minimum Qualifications

- Associate's degree: required in any industry/field. Bachelor's degree preferred.
- 3 Years of Experience: with working in a multicultural, urban educational environment and knowledge of institutional purchasing procedures and record-keeping protocols.
- Bi-lingual preferred: Spanish / Arabic languages are a priority for the community.
- Technology Skills: The department relies on technology to scale its efforts. We need individuals skilled in database management, spreadsheets, video conferencing, email management, word processing, and electronic presentations, and knowledge of Salesforce.
- Engagement Skills: This concept is robust and inclusive – engaging internal and external constituent for the first time, customer services skills, and marketing skills. Attention to detail and ability to write well impacts engagement. Projects a professional, positive self-image in appearance, confidentiality, courtesy, conduct, fairness, and personal integrity at all times.
- Flexibility: HCCC strives to be agile and flex to the evolving needs of alumni, the local community, and changes in the labor market. We want you if you can thrive in environments that change.
- Strategic Thinking: We are a culture of continuous improvement. Your thoughtful attention to program challenges, contribution of ideas, having a vision and setting goals is significant to the college's growth.
- Excellent organizational, leadership, and interpersonal skills.

Closing Date of Applications

Posted until position is filled

Review of applications to begin

Immediately

Applications

For full consideration please send resume, cover letter, salary expectations and a list of three professional references to Madeline Carchia, Email: Mcarchia2@hccc.edu, Phone Number: (201)360-5327.

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