



### **Position Vacancy Notice**

Library Associate – Part Time

Posting date: February 4, 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**

College Libraries

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

Reporting to the Director of Patron Services, the **Library Association-Part Time** position provides exceptional customer service to all library patrons, including students, staff, faculty, and community users. This position serves as the front line of customer service in the library and as such the individual must display a high level of professionalism, courtesy, and a positive outlook at all times. While there are two libraries, this position will be primarily located at the Union City, NJ campus. Approximately 85-90% of work will be front facing interactions with users.

### **Responsibilities include:**

- Assisting patrons at the service desks.
- Provide help in locating books and other library materials.

- Answer questions about the library and the college in general.
- Use integrated library system (ILS) to maintain accurate patron records.
- Maintain accurate shelving of books, including reserves collection.
- Help patrons with use of computers, scanners, and other equipment;
- Serve as staff facilitator at library events.
- Perform other related duties as assigned.

#### **Requirements:**

- Minimum of a High School diploma with a minimum of one years of experience in an academic library.
- Excellent oral and written communications and interpersonal skills and demonstrable customer service skills, along with proven success working in a collaborative setting.
- Experience working with Microsoft Office and mobile devices.
- Must be available to work evenings and weekends at either campus as need.
- 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.

#### **Preferred Qualifications**

- An Associate's Degree is preferred, but relevant library experience may be substituted.
- Experience delivering excellent customer service in a fast-paced environment.
- Fluency in Arabic or Spanish preferred.

#### **Applications**

For full consideration please send resume, cover letter, salary expectations, and a list of three professional references in a single PDF to [libraryjobs@hccc.edu](mailto:libraryjobs@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**