



## **VACANCY NOTIFICATION**

**Part-Time Office Assistant**  
**(Maximum 24 hours/week)**  
(Posting date: March 17<sup>th</sup>, 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**

Under the supervision of Associate Director of Advisement and Transfer Services, the Office Assistant will promote student success in support of the College's, as well as the department's, mission and goals.

The Office Assistant responsibilities include:

- Screening and checking in students at the front desk of the Advisement and Transfer Center
- Responding to phone and email inquiries in a timely manner
- Maintaining files and entering data into the Colleague system
- Assisting with all other duties as assigned in support of the office's mission

## **Position requirements:**

Associate's degree or equivalent junior year status at college or university is required. The ideal candidate will be a team player that possesses strong verbal and written communication skills, with the ability to successfully balance multiple tasks while providing high quality customer service at all times. Experience working with culturally diverse student population is highly desirable. Proficiency with various computer software programs including Microsoft Office suite, Ellucian-Colleague or similar higher education platform.

Preferred Spanish or Arabic speaker with competencies in reading and writing the language. Position requires in-person and remote work. Hours are variable and may include evenings and or weekend hours. Customer Service is the ideal.

## **To Apply:**

Send letter of application, résumé, salary requirements and names/contact information of three professional references.

Department of **Advisement and Transfer Services**

70 Sip Avenue, 2nd Floor

Jersey City, NJ 07306

E-mail:

[yramos@hccc.edu](mailto:yramos@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**