



Position Vacancy Notice

Program Assistant, Student Life and Leadership

Posting date: July 12, 2021

Internal Candidates Only

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

Under the supervision of the Assistant Dean of Student Life and Leadership, the Program Assistant of Student Life and Leadership is a support staff position, providing administrative and supervision support to the department, its staff, programs, and events.

Essential duties and responsibilities include:

1. Oversee office management for the Office of Student Life and Leadership.
 - a. Act as main point of contact for our office, communicating information through phone calls, emails, and office visits and interfacing with students to resolve problems in reference to the Office of Student Life and Leadership, and connecting students to the appropriate department.

- b. Coordinate office operations including clerical work, office supply management, internal reporting systems, technology repair requests, office equipment upkeep, and suggests methods for improvement.
 - c. Assist in the preparation and collation of Student Life & Leadership related materials and reports as required.
 - d. Contribute to the effective team management of all issues and opportunities.
2. Submit and manage all accounting documents for the office which includes gathering and submitting necessary tax and invoice documents, submitting requisitions for Purchase Orders, completing check requests, issuing reimbursements, and following through on timely payment for vendors.
3. Assist with the communications of events and programs, which includes:
 - a. Oversee the creation of weekly e-newsletter to send to students, entitled *Student Life Weekly*, which consolidates all events for streamlined promotion.
 - b. Creating and managing event promotion on HCCC's student engagement platform, Involved, which may include post-event data entry.
 - c. Manage digital signage screens and promotion submissions related to such.
 - d. As requested, work with Communications Department in creating promotion and marketing events and opportunities.
4. Assist, in coordination with the entire Office of Student Life and Leadership, in management of the Journal Square Student Center and all campus lounges, which includes oversight and approval of room reservations from outside departments, co-supervision of lounge staff, and submitting facility/IT needs.
5. Act a point person for staff management of part-time Event Assistants, part-time student employees, the Peer Leaders, and Federal Work Study aides.
 - a. Assist in recruitment and hiring of the above employees.
 - b. Complete all hiring paperwork due to Human Resources or other offices.
 - c. Develop training manual and execute training of Federal Work Study aides and assist in training of part-time Employees and Peer Leaders.
 - d. Oversee scheduling of all employees listed above, ensuring that office and events have proper and adequate staffing, and that there is appropriate work distribution to staff.
6. Assist in preparation, execution, and staffing of programming and special events.
 - a. Lead execution of all discounted ticketed events, such as Broadway shows, museums, etc.
 - b. Enter all room set-ups for Student Life and Leadership events.
 - c. Point person, along with Assistant Dean of Student Life, for all EventBrite events, which includes the creation and management of all events.
 - d. Manage check-in for events, especially large-scale events and guest speakers, which includes utilizing the Check-In feature on EventBrite, and data entry of event attendance and involvement tracking.
 - e. In consort with the Department of Student Life and Leadership, execute New Student Orientation for new students, which includes management of EventBrite sign-up links and oversight of check-in process on the day of Orientations, as well as assist with management of our Online New Student Orientation.
 - f. Assist in execution of graduation celebration events and Commencement, which includes staff all events, providing updated information to graduate inquiries, as well as managing guest ticket distribution for the Commencement ceremony.
7. Actively participate in special projects, as required and requested.

Required/Minimum Qualifications

- Associate Degree and a minimum of three years' experience working in an office setting, preferably in a college environment.
- 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

- Experience in word-processing, computer literate, good typing skills.
- Proficient in MS Office Suite (Outlook, Word, Excel, PowerPoint).
- Knowledge of Student Information Systems.
- Good written and oral communication and interpersonal skills with students, college staff and the public.
- Remain flexible and adaptable in work schedules and work assignments as defined by the College and departmental needs.
- Strong ability to multitask, while prioritizing needs.

Closing Date of Applications

Monday, July 26

Review of Applications to Begin

Tuesday, July 27

Applications

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