Position Vacancy Notice
Part-Time Communications Assistant
(Posting date: November 12, 2019)

College Overview
Hudson County Community College (HCCC) is an award-winning, comprehensive urban college with three campuses located just minutes from Manhattan in Jersey City, Secaucus, and Union City, New Jersey. The Journal Square campus sits in the center of Jersey City, next to a major PATH station and transportation hub, while the North Hudson Campus in Union City sits adjacent to a vital light rail station; 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 historic and ethnically diverse areas of the United States. HCCC was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists for the American Association of Community Colleges’ (AACC) Student Success Award, and was presented with a series of New Jersey Business & Industry Association’s Good Neighbor Awards: 2009 for the Culinary Conference Center, 2012 for the North Hudson Campus, and 2015 for the award-winning Gabert Library. In 2017, the College acquired the CarePoint School of Nursing (formerly Christ Hospital School of Nursing) and has since transitioned it to the fully-accredited HCCC School of Nursing, with its students performing among the highest in New Jersey on their NCLEX exams. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in its student success work. The Culinary Arts Institute is continually recognized as one of the finest in the nation.

Position Summary
Builds and maintains effective working relationships with external vendors to obtain quotes/bids regarding the printing of various print materials while operating within established budget limitations. Processes and tracks purchase orders and check requests and interacts with the Purchasing Department to ensure timely processing and prompt payment to external vendors for services rendered. Establishes and maintains various data listings, spreadsheets, and information files for use in communications; e.g., faculty names and titles, Board member information, mailing lists, calendars of events, media contacts, staff members, vendor information, etc., to ensure the currency and accuracy of all information. Consolidates and maintains all final end products to ensure a central source of information for future project use. Performs various administrative activities in support of the Communications Department: tracks and orders supplies for use by the department, reserves rooms for meetings, tracks and ensures delivery of all outside work orders to the appropriate College location, prepares various internal mailings, etc. Effectively collaborates with all Communication Department staff members to achieve common departmental goals and to contribute to the overall efficiency and effectiveness of departmental operations. Performs other related communication activities and special projects, as required. Remains flexible and adaptable in work schedule and work assignments as defined by College and department needs.

Minimum Qualifications
Associate degree in Communications or a related field required with a minimum of two years of practical work experience in a related field.

Applications
For full consideration please send resume, cover letter, salary expectations and a list of three professional references to resumes@hccc.edu.
For additional information and employment opportunities at HCCC, please visit:

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 EEO/AA EMPLOYER

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