



Program Assistant, Academic Affairs

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by 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. 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' (AACCC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

The College seeks an experienced **Program Assistant, Academic Affairs**. Reporting to the Coordinator of LEAP, the Program Assistant, Academic Affairs helps administer and maintain partnerships with public, private, and parochial high schools (K-12) by maintaining the record-keeping system and overseeing student enrollment and admissions process for the LEAP Program. The Program Assistant oversees the student enrollment and admissions process for the LEAP Program, including the student application process, course selection, registration, and answering inquiries. Ensures enrollment deadlines are met.

Requirements: Bachelor's Degree with a minimum of one year of related work experience in computerized higher-education record keeping. Effective organizational, process-management, and oral and written communication skills required. A Bachelor's degree is required. Knowledge of various computer software programs and the use of Ellucian-Colleague or similar higher education platform and experience with on-line programs required. An understanding of a commitment to the role of a comprehensive community college in an urban multi-cultural setting also required and prior experience working with non-traditional students from diverse cultural and ethnic backgrounds are essential.

Preferred: Experience in accounts receivable and monthly reconciliation preferred. Experience with K-12 systems strongly preferred.

To Apply: Send letter of application, resume, salary requirements and names/contact information of three professional references.

Department of Human Resources
81 Sip Avenue, Mezzanine Level
Jersey City, NJ 07306
E-mail: resumes@hccc.edu
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit:
www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

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