



**HUDSON  
COUNTY  
COMMUNITY COLLEGE**  
**VACANCY NOTIFICATION**  
**Posting Date: February 8, 2018**

**Student Accounts Coordinator**

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' (AACC) 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 is searching for a **Student Accounts Coordinator**. Reporting to the Director of Student Accounts, the Student Accounts Coordinator will assist the Director in the overall operation of the Student Accounts and Cashiering functions, including assuming responsibilities in the absence of the Director; handles all third-party billing activities, as well as student refunds and billing disputes. Oversees the processing of bank deposits and provides guidance to the Cashiers. Will perform other related duties as assigned.

**Requirements:** An Associate's Degree from an accredited institution or equivalent experience, along with experience in higher education student accounting and related activities is required. **Preferred:** Experience with Ellucian's Colleague (formerly Datatel) Student Account Receivables and Billing system; proficiency with various other computer software programs and the use of Ellucian-Colleague (formerly Datatel) or similar higher education platform and Bilingual (English/Spanish) is 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](mailto:Resumes@hccc.edu)  
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit:  
[www.njherc.org](http://www.njherc.org), [www.higheredjobs.com](http://www.higheredjobs.com) and [www.latinosinhighered.com](http://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**