



**HUDSON
COUNTY
COMMUNITY COLLEGE**
VACANCY NOTIFICATION
Posting Date: October 13, 2017

Assistant Registrar

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.

Under the general supervision of the Registrar, this position is responsible for regular functions of the Registrar's office, including but not limited to room scheduling, graduation processing, and registration.

- Provide administrative and managerial support to the Registrar.
- Develop and recommend to the Registrar process improvements for implementation.
- Support the education, enforcement and understanding of FERPA regulations to all college stakeholders.
- Oversee the daily operations and maintenance of academic, student, and course schedule records.
- Maintain degree audit requirements, including waivers and substitutions.
- Manage all end of semester processes including grade verifications, grade changes, graduation processing.
- Partner with academics to identify and communicate with students who are close to graduation.
- Manage diploma preparation, conferring of degrees, and handling of student appeals in relation to graduation.
- Coordinate accurate reporting to the agency assisting in verification of enrollment and transcript processing (National Student Clearinghouse).
- Assist in editing of College Catalog, reflecting operational changes and improvements.
- Act as a liaison between departments; participate in various committees, professional training, and conferences as assigned by Registrar.
- Assist with transcript evaluations as needed.
- Assist with classroom and course scheduling.
- Respond in a timely manner to telephones, walk-in customers, mail and e-mail inquiries.

Education & Experience:

Bachelor's degree required. Excellent written, organizational and verbal communication skills and at least one year experience at an educational institution.

Special Knowledge, Skills and Abilities:

Knowledge of Colleague, Gradebook, EMS, and Image Now a plus. Proficiency in Microsoft office. Some evenings and weekends required.

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