



Hudson County Community College invites applications for the position of

Part Time Human Resources Office Assistant

Hudson County Community College is an award-winning, comprehensive urban college with two campuses 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 state-of the art, award- winning Gabert Library.

This is a great entry level opportunity for a recent College graduate with an Associate's degree or someone pursuing a Bachelor's degree in Human Resources, Business or Management. The Part Time Human Resources Office Assistant will provide administrative support for most functions in the employee life cycle. The regular duties are as follows:

- Works with the CHRO to prepares the monthly Board of Trustees packet
- Prepares appointment letters
- Prepares new hire packets
- Assists with orientation for part time employees
- Issues training licenses for anti-harassment courses
- Assists with placing ads in external venues

- General clerical: greets visitors, answers phones, typing, copying, creating employment files
- Prepares requisitions, processes payments for invoices and orders supplies
- Some data entry in the HRIS
- Assists in coordinating special events like Health Fairs, new hire orientation, and open enrollment

The ideal candidate has a strong interest in a Human Resources career and desires to learn the profession from the ground up. The hours are flexible; however, the candidate must be willing to work 24 hours a week between the hours of 9 am and 5 pm, Monday through Friday.

The ideal candidate is pursuing a degree in HR, Business Management, and/or is pursuing the HRCI or SHRM certification. Prior office experience in HR, customer service or a higher education environment is preferred. Two years prior office experience desired. A professional, collaborative, customer oriented demeanor is required.

TO APPLY: Send a letter of application, resume, salary requirements and names/contact information of three professional references to:

Via USPS:

Hudson County Community College
Department of Human Resources
70 Sip Avenue
Jersey City, NJ 07306

Via Email:

Resumes@hccc.edu

Via Fax:

201-714-2509

For additional information about the College, please visit www.hccc.edu. Employment opportunities at Hudson County Community College may be obtained at www.njherc.org, www.latinosinhighered.com, www.highered.com, www.indeed.com and www.diverseeducation.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/AEMPLOYER