



**HUDSON  
COUNTY  
COMMUNITY COLLEGE**  
**VACANCY NOTIFICATION**  
**Posting Date: April 16, 2018**

**Part Time Payroll Office Assistant**

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 supervision of the Payroll Officer, the purpose of this position is to assist in payroll functions with auditing part time and work studies timesheets, answering the phones, data entry, and customer service, use of all office equipment, front desk reception duties and other related duties assigned by the Payroll Officer and /or the Controller.

**Duties and Responsibilities:**

- Receive timesheets, audit and enter in the payroll system.
- Receive employee's direct deposit and W4 forms and enter in the system.
- File and properly maintain timesheets and other forms/requests.
- Customer Service: (assist employees, answer phone calls).

**Requirements:** Associate Degree. The qualified candidate must possess excellent communication and interpersonal skills both in person and on the telephone and a commitment to excellent customer service is essential. Experience working with a culturally diverse college population is highly desirable and Community College experience is a plus. Proficiency with various computer software programs including Microsoft Office suite including Access and Excel, and experience with Ellucian (formerly Datatel) Colleague or similar higher education platform required. Knowledge of basic math skills.

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

Payroll Department  
Attn: Zuany Chicas, Payroll Officer  
26 Journal Square, 14<sup>th</sup> Floor  
E-mail: [zchicas@hccc.edu](mailto:zchicas@hccc.edu)

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**