Administrative Office Associate (PT)

highheredjobs.com/search/details.cfm



Type: Adjunct/Part-Time
Salary: Starting at $17 per hour
Category: Administrative Assistants

Passaic County Community College's Division of Academic Affairs is seeking a qualified professional to provide administrative and technology office functions. The Administrative Office Associate will perform different functions, including administrative, office, technology, and personnel.

This is an hourly, part-time position.

Example of Duties:

- Maintain a professional work environment.
- Learn and implement new technology tools to perform important functions.
- Communicate with students, faculty, and others professionally.
- Perform data entry and operate software programs/tools in use at the college.
- Manage sensitive information including organizing digital/physical files.
- Perform other duties as assigned.

Requirements/Skills:

- Associate Degree from accredited institution.

- Some experience working in an administrative office environment.
- Excellent interpersonal, verbal/written communication, and organizational skills.
- Working knowledge of Microsoft Office Suite (Word, Excel, Power Point, Outlook).
- Ability to learn and implement new technology to improve delivery of services.
- Familiarity with AI, One Drive, and Share Point.

The completion of a background check will be required for the selected candidate.

Compensation: Compensation is determined by a variety of criteria, including but not limited to, previous relevant experience, education level, and certifications. The minimum hourly pay for this position is $17.

Benefits:

- **New Jersey Sick Leave:** Earn 1 hour of sick leave for every 30 hours worked with a maximum of 40 hours of leave per benefit year. (Eligible to use after successful completion of probationary period.)
- **Employee Assistance Program** provides free, confidential, limited counseling services, work-life assistance, legal and financial guidance.
- **Commuter Benefits:** Free parking access is provided on site. An optional Transit Pre-Tax Plan is available which allows employees to use pre-tax dollars to purchase eligible transit expenses.
- **NJ Defined Contribution Retirement Program** provides eligible members with a tax-sheltered, defined contribution retirement benefit, along with life insurance and long-term disability coverage. (Must meet eligibility requirements.)

Related Searches:

Administrative Assistants

© 2026 HigherEdJobs. U.S. Patent 8,548,928