



**HUDSON  
COUNTY  
COMMUNITY COLLEGE**  
**VACANCY NOTIFICATION**  
**Posting Date: March 1, 2018**

**Part Time Perkins 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.

**POSITION DESCRIPTION:**

Responsible for ensuring appropriate supplemental services are delivered to eligible students by coordinating and monitoring the delivery of such services according to the provision of the Carl. D. Perkins Vocational and Applied Technology Education Act; responsible monitoring the provision of Career & Technical Education (CTE) programs for equitable participation and for full participation of special populations students, including gender equity issues.

**POSITION REQUIREMENTS:**

- Identifies and documents eligibility of disabled, disadvantaged, limited English proficiency, and nontraditional students for Perkins Grant criteria and coordinates services for these students.
- Coordinates initiatives to bring about institutional change to insure that students can make education and career decisions based on their needs, interests, abilities, and the changing labor market without regards to gender to gender stereotyping.
- Develops and implements strategies so that individuals are exposed to the full range of careers, including those nontraditional for their gender.
- Develops and implements strategies targeted at the retention of students enrolled in Careers and Technical Education programs.
- Responsible for hiring, training, and supervising student workers and study group leader for CTE programs.
- Plans and coordinates the delivery of supplemental services for special population's student in targeted Career & Technical Education Programs.
- Report project program and activity to the CTE Grant/Projects Manager.
- Assist with the recruitment and advising of students eligible for Perkins funds and coordinates
- Work with Disability Services Coordinator with assessment and tracking of Perkins eligible students with disabilities.
- Assist the ESL Coordinator with providing services to ESL students eligible for Perkins funds.

**EDUCATION AND EXPERIENCE:**

- Knowledge of Career and Technical Education programs and practices required.
- Teaching and/or counseling experience in a secondary or post-secondary setting preferred.

**OTHER REQUIREMENTS:**

- Works directly with students.

- Works directly with the CTE Grant/Project Manager.
- Works closely with faculty, counseling staff, advising, recruiters, ESL, and support services staff to provide appropriate services to students.
- Work cooperatively with Carl Perkins Grant personnel to coordinate services delivery.
- Work cooperatively with the staff of outside agencies as appropriate.
- Work directly with Disability Services Coordinator, Perkins Careers Advisor.

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

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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**