



VACANCY NOTIFICATION

Posting Date: May 5, 2017

REVISED TAACCCT Grant Site Coordinator (Grant funded position)

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.

The College is currently searching for a full-time **TAACCCT Grant Site Coordinator (Grant funded position)**. Reporting directly to the Assistant Director of the Center for Business & Industry, the Site Coordinator works collaboratively with community colleges, employer partners, and Community Education department to successfully implement healthcare training activities for the USDOL TAACCCT Grant. The Coordinator also works with community and employer partners to successfully implement Community Partnerships in Hotel Employment (CPHE).

Responsibilities:

- Ensure that training activities are occurring for the TAACCCT participants as outlined in the grant proposal and for CPHE training participants
- Enlist the participation of local healthcare employers in the project activities and assist in connecting employer needs with programs offered
- Assist in monitoring/managing the College's recipient agreement with the grant recipient organization (Bergen Community College)
- Recruit, select, and enroll eligible participants for both healthcare and hospitality programs
- Maintain records of TAACCCT and CPHE program participants and track participant progress
- Ensure compliance with all TAACCCT federal grant requirements.
- Prepare reports for both TAACCCT and CPHE as required
- Participate in all aspects of evaluation
- Perform other related duties as delegated or assigned

Requirements: Minimum Associate's degree plus five years of experience in coordinating workforce training activities, preferably in a healthcare, higher education, and or a public workforce setting. Bachelor's preferred. Candidate must demonstrate outstanding organizational, leadership, and interpersonal skills. This position requires extensive travel throughout the County. 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.

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

Department of Human Resources
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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.

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