COORDINATOR OF EVENING/WEEKEND & OFF-SITE PROGRAMS

Hudson County Community College, a fast-growing mid-sized urban community college, is searching for a full-time Coordinator of Evening/Weekend & Off-Site Programs. Reporting to the Dean for Non-Traditional Programs, the Coordinator of Evening/Weekend & Off-Site Programs will coordinate, monitor and support programs on the College campus, satellite and high school locations. The Coordinator works closely with College representatives such as the Division Deans, Program Directors, Campus Security, Student Affairs, and the Registrar, as well as external representatives from secondary or Higher Education. The Coordinator of Evening, Weekend and Off-Site Services is responsible for maintaining an academic affairs presence during non-traditional hours on campus and at off-site locations. The Coordinator will respond to inquiries and monitor all activities related to course selection, classroom identification, traffic control, class cancellations, and room changes for students and faculty attending credit and non-credit continuing education classes offered during the evenings and weekends. The Coordinator serves as a liaison between students, faculty, and administrators.

Bachelor’s degree required; Master’s preferred. Ability to access, retrieve and utilize course-related information on the Ellucian Colleague system preferred. Must be conversant with academic and student policies, registration, and add/drop procedures and possess a good knowledge of programs, support services, and facilities. Must have excellent interpersonal and communication skills. The ability to collaboratively interact with students, faculty, and administrators is required. Must be available to work a flexible schedule including evenings and weekends. Travel to varying College Centers is required. Proficiency with various computer software programs and the use of Ellucian (formerly Datatel) Colleague and Business Objects or other higher education software preferred.

TO APPLY: Send letter of application, resume, salary requirements and three references to:

Department of Human Resources
70 Sip Avenue, Third Floor
Jersey City, NJ 07306
E-mail: Resumes@hccc.edu
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit:

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