HEAD TUTOR (NORTH HUDSON HIGHER EDUCATION CENTER)

Hudson County Community College, a fast-growing mid-sized urban community college, is looking for a full-time Head Tutor (North Hudson Higher Education Center). Under the supervision of the Associate Dean for Academic Development and Support Services, the ADJ Academic Support Services Head Tutor will be responsible for providing individual and group tutoring services to students at the North Hudson Higher Education Center. The Head Tutor will be responsible for the supervision and training of part-time tutors at the North Hudson Higher Education Center and will perform other related duties as assigned.

Minimum of a Bachelor degree in English, Education, or a closely related field required with a minimum of one year of formal teaching or practical classroom experience. Knowledge of tutorial objectives, principals, methods, and techniques required with the ability to plan and organize related programs and activities. Ability to create individualized lesson plans and practice tests required to best meet the learning and skill building needs of students. Effective verbal and written communication skills, interpersonal skills, and influence skills required to effectively collaborate with students, Division Deans, faculty, advisors, counselors, and all levels of employees and management. Computer proficiency also required. An understanding of and commitment to the role of a comprehensive community college in an urban multicultural setting also required, with prior experience in working with non-traditional students from diverse cultural and ethnic backgrounds being essential. Proficiency with various computer software programs and the use of Ellucian (formerly Datatel) Colleague is 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: 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.

HCCC IS AN EEO/AA EMPLOYER