



**HUDSON
COUNTY
COMMUNITY COLLEGE**
VACANCY NOTIFICATION
Posting Date: August 1, 2017

Coordinator, Writing Center

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 looking for a FULL-TIME COORDINATOR FOR ITS WRITING CENTER. Under the supervision of the Associate Dean for Academic Development and Support Services, the Writing Center Coordinator will be responsible for providing and overseeing individual and group tutoring services for students, specifically the development and improvement of English, reading, and writing skills. The Writing Center Coordinator will be responsible for the supervision and training of part-time tutors and will be the primary administrator for the centers. She/he will also perform other related duties as assigned and contribute to the College community through committee work and participation on key college-wide initiatives.

Requirements: A minimum of a Master degree in Composition, English, Rhetoric or a closely related field; experience in college teaching and administration; knowledge of tutorial objectives, principals, methods, and techniques; the ability to plan and organize related programs and activities; ability to create individualized lesson plans and practice tests. Additionally, effective verbal and written communication skills, interpersonal skills, and influence skills are required to effectively collaborate with students, Division Deans, faculty, advisors, counselors, and all levels of staff. Proficiency with various computer software programs including Microsoft Office suite and experience with Ellucian (formerly Datatel) Colleague or similar higher education platform is required. An understanding of, and commitment to, the role of a comprehensive community college in an urban multi-cultural setting also required, with prior experience in working with non-traditional students from diverse cultural and ethnic backgrounds being essential.

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

Department of Human Resources
81 Sip Avenue, Mezzanine Level
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