



Posting Date: September 13, 2017

**Science Laboratory Coordinator
(Full-time, 12 month confidential 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' (AACCC) 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 completing construction on a new 70,000 square-foot STEM center.

The College is currently searching for a **full-time Science Laboratory Coordinator**. Reporting to the Associate Dean of STEM or the Dean of Instruction for Science, the Laboratory Coordinator is a full-time thirty-five (35) hour per week, twelve-month (12) confidential, position. The Laboratory Coordinator oversees the day-to-day operations of biology, chemistry, physics and other physical science laboratories at the Journal Square and North Hudson campuses, to include supervising laboratory technicians at both campus locations; maintains laboratory equipment and supplies; assists faculty in preparation of experiments; insures compliance with all applicable guidelines, policies, and regulations; and performs other duties as directed. Monitor expenditures and forecast costs.

Requirements: Minimum of a Bachelor's Degree in a Biology or Chemistry, or a related field and at least two years' experience as a laboratory technician in an academic, research, or industrial setting. The successful candidate will demonstrate an understanding of the mission of an urban community college and have experience working with a culturally diverse community. Strong organizational and management skills are essential, along with strong interpersonal and communication skills. High sense of responsibility. Ability to use and troubleshoot a variety of equipment such as microscopes, autoclave, incubator, DI water machine, centrifuge, spectrophotometer, masterclave, thermal cycler, and other apparatus in the laboratory. **Finalists will be required to submit official transcripts** and to provide a teaching demonstration. **PREFERRED:** Experience in a microbiology lab or work with microorganisms or pathogens.

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.

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