



VACANCY NOTIFICATION

Posting Date: September 28, 2016

**Job Developer
(US DOL TAACCCT 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 the 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 Conference Center; in 2012 for the North Hudson Campus Project; and in 2015 for the Library Building.

The College is seeking a **full-time Job Developer (US DOL TAACCCT Grant Funded)**. This position reports directly to the Assistant Director of the Center for Business and Industry. The Developer will work closely with the Site Coordinator, the Division of Nursing and Health Sciences, and the Office of Career Development; help participants improve soft skills, resume writing, and interview techniques; work with employers to identify job matches, schedule interviews; and create employer partnerships in health-related industries. The Developer will organize outreach to health care related industries within our region in an effort to provide internships and potential employment for the Allied Health students at HCCC. This outreach requires travel at least once a week within the region.

Requirements: Bachelor's degree required. Three years of employer relations and outreach experience in Allied Health strongly preferred. The ideal candidate must possess strong interpersonal and customer service skills, presentation skills, and organizational skills with attention to detail. The candidate must have the ability to work as part of a team and have well-developed oral and written communication skills, including computer and information literacy. Experience and interest in working with community partners, and working with adult students from diverse cultural and ethnic backgrounds are essential. Computer proficiencies must include Microsoft Office programs. Experience with Ellucian (formerly Datatel) or other higher education software preferred.

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