



**VACANCY NOTIFICATION**

**Posting Date: November 17, 2017**

**PART-TIME COORDINATOR  
(LEAP-DUAL ENROLLMENT PROGRAM)**

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.

Hudson County Community College, an urban community college, is searching for a Part-time Coordinator to support the LEAP, Dual Enrollment Program. Under the supervision of the full-time LEAP Coordinator, the part-time Coordinator will provide support in the efforts for the development/expansion of high school (public/private/parochial/charter) partnerships and college preparatory programs that permit students to earn degree credits, and facilitate successful transfer to a college (preferably HCCC) upon graduation. The successful candidate will demonstrate an understanding of, and commitment to, the role of comprehensive community college in an urban, multi-cultural setting. Will perform other related duties as assigned. This is a part time position to work during hours of operation for high schools. Occasional evening and weekend hours are required.

**QUALIFICATIONS:** Bachelor's degree required (Master's degree preferred) in education, administration, counseling or an academic area represented within the course listing of LEAP eligible courses (Science, Humanities, Developmental Education, Business and Social Science). Should have experience teaching, counseling and/or relevant administrative experience in programs for dual-admit students at the K-12 or college levels. Coordinator and Director experience a plus. Must demonstrate the ability to interact and build effective working relationships with HCCC and high school administrators, faculty, students and parents. Must be a dependable representative of HCCC and present a positive image of the College and its' programs and services. Ability to work independently and carry out instructions with minimal supervision, be resourceful, take initiative and motivated to assist community.

**PREFERRED SKILLS AND KNOWLEDGE:** Excellent oral/written communication skills required, computer and information literacy, and experience with Ellucian or other higher education data information systems/software preferred.

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

**LEAP Program**  
**Attention: Coordinator**  
**2 Enos place, Room 104**  
**Jersey City, NJ 07306**  
**E-mail: [leap@hccc.edu](mailto:leap@hccc.edu)**

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

[www.njherc.org](http://www.njherc.org)  
[www.higheredjobs.com](http://www.higheredjobs.com)  
[www.latinosinhighered.com](http://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**