



VACANCY NOTIFICATION

PART TIME INSTRUCTORS FOR THE CENTER FOR BUSINESS AND INDUSTRY

Hudson County Community College is an award-winning, comprehensive urban college with two campuses located just minutes from Manhattan in Jersey City and Union City, NJ. The Journal Square campus sits at the center of Journal Square in the center of Jersey City, next to a major PATH station and transportation hub, while the Union City campus sits adjacent to a vital light rail station.

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 a finalist 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 state-of-the-art, award-winning Glen Gabert Library Building.

Hudson County Community College is continuously seeking individuals to teach non-credit soft skills, workforce development offerings on a part-time, project based basis. Opportunities vary widely. This posting is designed to build a pool of potential workforce development instructors; course availability, requirements, and hours may vary. Applicants may be contacted if their qualifications match a need for a particular course.

Areas of programming include but are not limited to:

- Diversity in the Workplace
- Leadership Management
- Writing and Grammar
- Time Management Strategies
- Supervision Skills
- Computer Skills/MS Products (Excel, Word, PowerPoint, Access, Outlook, Publisher ...)
- Client and Customer Service
- Effective Report Writing
- Office, Administrative Support & Front Desk
- Project Management
- Job Search
- Spanish for the Workplace
- English as Second Language

Job Responsibilities:

Essential Functions and Responsibilities includes but are not limited to the following:

- Effectively deliver training for the Center of Business and Industry's clients.
- Design, develop and update instructional material, including training handouts, workbooks, guides, and other materials as needed.
- Create upbeat and engaging classroom environment.
- Use a variety of methods to help ensure learning transfer after class.
- Design, develop and administer a competency-based assessments following each training.
- Take attendance and evaluation.
- Write employee competency reports to establish a post-training baseline for employee performance.
- Evaluate training effectiveness and recommend training follow-up as needed.

Knowledge, Skills, and Abilities Required:

- Ability to evaluate, design, and implement curriculum, testing, and/or teaching methodologies.
- Ability to work effectively with diverse populations.
- Ability to communicate effectively, both orally and in writing.
- Strong presentation and facilitation skills.
- Highly skilled in training and facilitation using adult learning methodologies.
- Ability to manage a classroom environment and keep audience engaged.
- Computer and internet skills.
- Demonstrate excellent customer service skills.
- Ability to sit and/or stand for long periods of time.
- Have a high degree of professionalism.
- Enjoy training / staff development.
- Ability to proactively address client needs.
- Some travel required.

Education Requirements

Bachelor's degrees required. Master's degrees preferred.

Experience

Training & Development: 3 years (Required).

Training Locations

The Center for Business and Industry trainings are held, in Hudson County, or our Jersey City and Union City campuses, and on occasion at client locations outside of Hudson County.

Work Hours

Varies based on program.

Weekend and evening opportunities may occur.

To Apply: Send letter of application with references, resume, and salary requirements via email to:
dsylla@hccc.edu

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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