Hudson County Community College, a fast-growing mid-sized urban community college, is looking for a **full-time Senior Lab Assistant (North Hudson Center)**. The Senior Lab Assistant will be responsible for supporting the operation of the College’s Open labs, Classroom labs, and Language labs to ensure maximum operating efficiency and utilization of all labs by students, faculty, employees, and the community. This position reports directly to the Academic Lab Manager. Assists the Academic Lab Manager in overseeing and directing the overall operations, daily activities of the Computer Labs. In conjunction with the Academic Lab Manager, promotes the effective use of technology throughout the College and meet the professional development needs of faculty. Provide training and guidance to Lab Assistants in computer lab operations, daily activities, proper utilization of computer and related software. Assist the Academic Lab Manager, in scheduling Lab Assistants to staff in designated academic labs to ensure adequate coverage and to ensure the continued provision of on-site technical instruction to lab users. Will perform other related duties as assigned.

Previous computer lab experience and support required. Associate Degree in Computer Science desirable, not required. Minimum of five years of related experience to preferably include two years of direct computer lab assistance and support experience. Excellent working knowledge of Windows 7 and Macintosh OS 2011, Microsoft Office Professional 2010, Blackboard, Internet Explorer, Safari, Firefox and computer hardware (SmartBoard, LCD Projector, Laptop). Knowledge of other software and hardware is a plus. Effective organization, prioritization, multi-tasking, and time management skills also required. Proficiency with use of Ellucian-Colleague (formerly DATATEL) is preferred. Bilingual (English and Spanish).

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

Department of Human Resources  
70 Sip Avenue, 3rd Floor  
Jersey City, NJ 07306  
E-mail: Resumes@hccc.edu  
Fax: (201) 714-2509

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

*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