



Academic Lab Coordinator

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.

The college is searching for an Academic Lab Coordinator. Reporting to the Academic Lab Manager, the responsibilities include but are not limited to the following:

- 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.
- Coordinates various activities and provides related support services to the Academic Labs.
- Promotes the effective use of technology throughout the College.
- Meets the professional development needs of faculty.
- Provides 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.
- Ensure the continued provision of on-site technical instruction to lab.

Position Requirements: Associates Degree, plus appropriate technical training and a minimum of one year of work experience in the support of instructional personal computer laboratories, training, and scheduling. Bachelor degree in Computer Science, plus a minimum of two years of related work experience preferred. Operating knowledge of various computer, related equipment, and software packages to include MS Window and Office, SharePoint, Publisher, and network-based applications software required. Ability to evaluate and select computer hardware and software required. Effective verbal and written communication skills, interpersonal skills, and influence and negotiation skills required to interact on a with students faculty all levels of employees, and members of the community. Effective organization, prioritization, multi-tasking, and time management skills also required.

To Apply: Send letter of application, résumé, salary requirements and names/contact information of three professional references.

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:
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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