



Coordinator, Evening/Weekend/Off-Site Programs

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' (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 state-of-the-art, award-winning Glen Gabert Library Building.

The College is currently looking for a full-time **Coordinator for Evening/Weekend/Off-Site Programs**. Under the supervision of the Dean of Continuing Education & Workforce Development, the Coordinator will manage, monitor, and support evening, weekend, and off-site programs offered by the College at assigned locations. The Coordinator:

- Develops and maintains effective working relationships with representatives of off-site campuses. Represents the College at various schools, student government meetings, student/community events, to explain details of the evening, weekend, and off-site programs offered, to present a positive image of the College, and to promote active enrollment in the programs. Serves as an active member of various internal and external committees.
- Provides supervision and guidance to part-time evening and weekend administrators at multiple College locations to ensure adequate coverage and support, the provision of smooth and efficient ongoing operations, and a quick response to problems/situations. Appropriately schedules administrators to various College locations; provides training regarding current, new, or revised policies and procedures; monitors work performance and takes appropriate action regarding disciplinary issues; reviews, verifies, approves, and submits timesheets, as appropriate, ensuring that total hours worked comply with established College and payroll policies and procedures.
- Actively participates in the research and implementation of process improvement systems specifically related to evening, weekend, and off-site College activities to enhance or build upon existing procedures and systems; e.g., development of a College-wide webpage to offer and promote online courses.
- Projects a positive self-image of professionalism, appearance, confidentiality, courtesy, conduct, honesty, fairness, and personal integrity at all times.
- Performs other coordination and administrative activities, as required. Remains flexible and adaptable in work schedule and work assignments as defined by College and department needs.

Requirements:

Minimum of a Bachelor degree in Education, Psychology, Counseling or a related field required with a minimum of three years of related work experience. Effective organization skills and the ability to simultaneously coordinate multiple activities are required. Effective verbal and written communication skills, interpersonal, presentation, and customer service skills required to interact on a regular basis with students, faculty, class instructors, all levels of employees and management. Computer proficiency also required. Ability to operate independently is required in consort with effective decision-making and judgment skills.

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

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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

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