



## **VACANCY NOTIFICATION**

### **COORDINATOR, CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT**

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 Conference Center; 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 searching for a full-time **Coordinator, Continuing Education and Workforce Development** to serve on our team. Reporting to the Director of Continuing Education and Workforce Development, the Coordinator interfaces with students, instructors, and other College departments to ensure that classes are scheduled and staffed, instructional offerings are of the highest standard, books and supplies are ordered, and the office is run professionally. The position supports the department's director by providing customer service, registration coordination, and seeks to resolve student issues and concerns. Additionally, the Coordinator assists in developing and implementing new courses and programs based on community needs.

#### **POSITION RESPONSIBILITIES:**

- Interfaces directly with students and the general public
- Assumes certain day-to-day responsibilities of the director when (s)he is out of the office
- Assists in marketing efforts for the Division
- Primary point of contact for instructors
- Oversees part-time staff for registrations and proper record-keeping; works closely with office secretary to accomplish tasks
- Ensures integrity of course evaluation process; supports the director as needed to meet with instructors to review course evaluations
- Provides speedy response to all student concerns and complaints
- Assists in researching teaching materials and acquiring those resources
- Maintains effective communications with other College departments with regard to scheduling classes, food and beverage needs, audiovisual requirements, etc.
- Collaborates on the forecasting and tracking of individual project expenses
- Ensures a superior level of quality customer service to both internal and external customers
- Participates in the preparation of status reports
- Performs related duties as delegated or assigned by the Director of Continuing Education & Workforce Development.

- Ability to work a flexible schedule, where needed, to ensure appropriate coverage of the Continuing Education and Workforce Development Division.
- Ability to develop and implement courses based on community needs.

**POSITION REQUIREMENTS / QUALIFICATIONS:**

- Bachelor's degree required. Demonstrated experience in non-credit office, contract-training center, or related experience. Associate's degree with 5 years' experience may be considered in lieu of the Bachelor's degree;
- Proficient in Microsoft Office (i.e. Word, Excel);
- Excellent written and verbal communication skills, organizational skill and the ability to multi-task required;
- Ability to interact effectively with various HCCC departments and represent the College with external agencies.

**To Apply:** Send letter of application with references, resume, and salary requirements via email to:  
cmirasol@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) and [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**