



Position Vacancy Notice

Apprenticeship Program Coordinator (FT Grant-Funded)

(Posting date: August 28, 2019)

College Overview

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college with three campuses located just minutes from Manhattan in Jersey City, Secaucus, and Union City, New Jersey. The Journal Square campus sits in the center of Jersey City, next to a major PATH station and transportation hub, while the North Hudson Campus in Union City sits adjacent to a vital light rail station; the Secaucus campus has abundant parking.

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. HCCC was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists for the American Association of Community Colleges' (AACCC) Student Success Award, and was presented with a series of New Jersey Business & Industry Association's Good Neighbor Awards: 2009 for the Culinary Conference Center, 2012 for the North Hudson Campus, and 2015 for the award-winning Gabert Library. In 2017, the College acquired the CarePoint School of Nursing (formerly Christ Hospital School of Nursing) and has since transitioned it to the fully-accredited HCCC School of Nursing, with its students performing among the highest in New Jersey on their NCLEX exams. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in its student success work. The Culinary Arts Institute is continually recognized as one of the finest in the nation.

Department/Division Introduction

The Division of Continuing Education and Workforce Development is an exciting and entrepreneurial office within the College, which offers a wide variety of non-credit classes, courses, seminars and training sessions for the community. These offerings are focused on revitalizing careers, upgrading skills and credentials, growing businesses and pursuing pastimes and passions. Additionally, the HCCC Center for Business & Industry (CBI) is the area leader in developing and delivering educational classes and programs for Hudson County's businesses, organizations and individuals. Join a winning team focused on serving the educational training needs of the Hudson County business community.

Position Summary

Reporting directly to the Director of Continuing Education & Workforce Development, the Apprenticeship Program Coordinator works collaboratively with community colleges, employer partners, and academic department to successfully implement healthcare and advanced manufacturing apprenticeship training activities for the USDOL Scaling Apprenticeship Through Sector-Based Strategies grant. Understand business sectors in Hudson County and employer needs; able to translate into educational services. The Coordinator ensures that training activities are occurring for the grant participants as outlined in the grant proposal; identifies key staff in businesses and cultivate relationships; enlists the participation of local healthcare and advanced manufacturing employers and assist in connecting employer needs with programs offered; and performs other related duties as delegated or assigned by the CEWD Director. This position requires some travel throughout the County

Minimum Qualifications

Minimum Associate's degree plus three years of experience in coordinating workforce training activities, preferably in a healthcare, higher education, and or a public workforce setting. Bachelor's preferred. Candidate must demonstrate outstanding organizational, leadership, and interpersonal skills. Proficiency with various computer software programs including Microsoft Office suite including Excel, and experience with Ellucian (formerly Datatel) Colleague or similar higher education platform preferred.

Applications

For full consideration, please send resume, cover letter, salary expectations and a list of three professional references to Catherina Mirasol at cmirasol@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.

HCCC IS AN EEO/AA EMPLOYER

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