



### **Position Vacancy Notice**

Apprenticeship Coordinator, Healthcare (FT Grant-Funded)  
(Posting date: April 2, 2020)

#### **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**

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 Assistant Director of Healthcare Programs, the Apprenticeship Coordinator works collaboratively with community colleges, employer partners, and academic department to successfully implement healthcare apprenticeship training activities for the USDOL Scaling Apprenticeship Through Sector-Based Strategies grant.

The Apprenticeship Coordinator is responsible for understanding business sectors in Hudson County and employer needs and is able to translate into educational services. This position 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 advanced manufacturing employers and assists in connecting employer needs with programs offered. The Apprenticeship Coordinator also assists in monitoring/managing the College's recipient agreement with the grant recipient organizations (Bergen Community College), recruits, selects, and enrolls eligible participants for healthcare programs and coordinates supportive services for student apprentices and employers. The Apprenticeship Coordinator is required to become a subject matter expert on College programs, products, processes and operations, remain up-to-date on industry news, maintain records of grant program participants and track participant progress, ensure compliance with all federal grant requirements, participate in all aspects of evaluation,

prepare reports as required and perform other related duties as delegated or assigned by the Assistant Director of Healthcare Programs.

### **Minimum Qualifications**

Minimum Associate's degree plus three years of experience in coordinating workforce training activities, preferably in healthcare, higher education, and or a public workforce setting. Bachelor's preferred. Candidate must demonstrate outstanding organizational, leadership, and interpersonal skills. This position requires some travel throughout the County. 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 Madeline Carchia at mcarchia2@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**

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