



VACANCY NOTIFICATION

Posting Date: 03-07-219

PART-TIME COORDINATOR, WORFORCE ACADEMY

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 currently seeking a Part-Time Coordinator for the Workforce Academy. Reporting to the Director of Continuing Education and Workforce Development, the Coordinator, Workforce Academy is primarily responsible for design and facilitation of Workforce Academy workshop sessions held throughout the year; facilities and logistics for all Workforce Academy events, recruitment, and selection of Academy fellows; and communication with Fellows. The Coordinator will provide excellent customer service, maintain up-to-date information regarding Academy activities, manage the program and collaborate with internal and external stakeholders to ensure high-quality products. The Coordinator will be knowledgeable about workforce development trends and issues and remain current on workforce news.

This is a part-time position (approximately 20 hours per week), one-year assignment.

Requirements:

- Bachelor's degree required in related field
- 3-5 years of experience in group facilitation and/or program coordination
- Problem-solving attitude
- Aptitude for fostering positive relationships
- Teamwork and leadership skills
- Customer-oriented mindset
- Expertise with Microsoft Office applications (Word and intermediate Excel)
- Excellent analytical and problem-solving skills
- Detail-oriented
- Highly motivated and a self-starter

- Excellent written and verbal communication skills
- Excellent organizational skills, with proficiency in multi-tasking several projects simultaneously
- Ability to interact effectively with various HCCC internal departments and external stakeholders
- Knowledge of Hudson County agencies and businesses

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

Catherina Mirasol
Director, Continuing Education & Workforce Development
Email: 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

TAKE SURVEY