



Position Vacancy Notice

Part-time Testing Assistant/Proctor
(Maximum 24 hrs/week)

Posting date: 12/16/2019

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' (AACC) 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.

Position Summary

The College is currently searching for a **part-time Testing Assistant/Proctor**. Under the supervision of the Assistant Dean of Testing & Assessment, the Testing Assistant/Proctor will provide support for enrollment initiatives and testing events. The Testing Assistant/Proctor is responsible for the administration of the college placement and other standardized exams (i.e. Accuplacer, NLN PAX, ATI TEAS, and CLEP) and works closely with prospective and current students to provide information on study resources, schedules, and registration; intercampus travel and evening/Saturday hours required.

Minimum Qualifications

High School diploma or equivalent required with a minimum of two years of related work experience. Ability to work in a fast-paced environment. Excellent communication/interpersonal skills and commitment to excellent customer service is essential. Proficiency with various computer software programs including Microsoft Office suite, Ellucian-Colleague, (formerly Datatel) or similar higher education platform preferred. Ability to speak Spanish preferred but not required.

Applications

For full consideration please send resume, cover letter, salary expectations and a list of three professional references to Darlery Franco
Assistant Dean, Testing & Assessment
dfranco@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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