



Position Vacancy Notice
Coordinator
Continuing Education and Workforce Development
January 14, 2021

[Internal Candidates Only](#)

College Overview

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college serving one of the most historic and ethnically diverse areas of the United States. HCCC has three campuses located just minutes from Manhattan: the Journal Square campus in Jersey City and North Hudson Campus in Union City are adjacent to vital transportation hubs; the Secaucus campus has abundant parking.

Fully accredited by the Middle States Commission on Higher Education, HCCC serves more than 18,000 credit and non-credit students annually. The College offers more than 60 degree and certificate programs, including award-winning English as a Second Language, STEM (Science, Technology, Engineering and Mathematics), Culinary Arts/Hospitality Management, Nursing and Health Sciences, and Fine and Performing Arts. The HCCC Culinary/Hospitality Management program was ranked number six in the U.S. by Best Choice Schools. Over 94% of HCCC Nursing program graduates passed the NCLEX first time out, placing the program's graduates in the top tier of two- and four-year nursing programs nationwide. In 2017, the Equality of Opportunity Project ranked HCCC in the top 5% of 2,200 U.S. higher education institutions for social mobility. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in ensuring student success.

HCCC has partnerships with every major four-year college and university in the greater New Jersey-New York area and beyond, accommodating seamless transfer of credits for further undergraduate and graduate education.

The College has been recognized with numerous national and state awards for excellence in student success programming, diversity and equity, educational innovativeness, facilities design, and communications from the Association of Community College Trustees, American Association of Community Colleges, Association of College and Research Libraries, National College Learning Association, National Council of Teachers of English, College Advertising Awards, New Jersey Business & Industry Association, and others.

Hudson County Community College is proud of its culture of care and invites applications from those wishing to join a community dedicated to promoting student success in all its forms.

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/Job Description

Reporting to the Associate Director of Continuing Education/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 associate 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:

- Ability to develop and implement numerous courses, throughout the year, based on community needs. This includes program ideation, instructor sourcing, assistance with curriculum development, and researching and acquiring teaching materials.
- Assists in marketing efforts for the division. This includes promoting programs online and in-person, developing marketing materials for courses, and student outreach.
- Collaborates on the forecasting and tracking of individual project expenses
- Participates in the preparation and analysis of status reports and assessments
- Interfaces directly with students and the general public
- Provides speedy response to all student concerns and complaints
- Primary point of contact for instructors
- Ensures a superior level of quality customer service to both internal and external customers
- Ensures integrity of course evaluation process; supports the associate director as needed to meet with instructors to review course evaluations
- Maintains effective communications with other college departments with regards to scheduling classes, food and beverage needs, audiovisual requirements, etc.
- Performs related duties as delegated or assigned by the Associate 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.

Required/Minimum Qualifications

- 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; Bachelor's degree preferred.
- 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.
- Demonstrated ability to interact with a culturally diverse population and to effectively and respectfully function and communicate within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.

Applications

For full consideration please send a resume, cover letter, salary expectations, and a list of three professional references to cfarrell@hccc.edu

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 equal opportunity and affirmative action employer. We are committed to ensuring a diverse and inclusive learning and working environment. Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Women, veterans and minorities are encouraged to apply.

Take Survey