Hudson County Community College, a fast-growing mid-sized urban community college, is looking for a **Full-time Academic Lab Coordinator**. Reporting to the Academic Lab Manager, the Academic Lab Coordinator will be responsible for supporting the operation of the College’s Open labs, Classroom labs, and Language labs to ensure maximum operating efficiency and utilization of all labs by students, faculty, employees, and the community. The Academic Lab Coordinator coordinates various activities and provides related support services to the Academic Labs. In conjunction with the Academic Labs Manager, promotes the effective use of technology throughout the College and meet the professional development needs of faculty. Provide training and guidance to Lab Assistants in computer lab operations, daily activities, proper utilization of computer and related software. Assist the Academic Lab Manager in scheduling Lab Assistants to staff in designated academic labs to ensure adequate coverage and to ensure the continued provision of on-site technical instruction to lab users. Will perform other related duties as assigned by the Academic Lab Manager.

Associate degree, plus appropriate technical training and a minimum of one year of work experience in the support of instructional personal computer laboratories, training, and scheduling. Bachelor degree in Computer Science, plus a minimum of two years of related work experience preferred. Operating knowledge of various computers, related equipment, and software packages to include MS Windows and Office, FrontPage, Publisher, and network-based applications software required. Ability to evaluate and select computer hardware and software required. Effective verbal and written communication skills, interpersonal skills, and influence and negotiation skills required to interact on a regular basis with students, faculty, all levels of employees, and members of the community. Effective organization, prioritization, multitasking, and time management skills also required. Prior experience with Ellucian (formerly Datatel) and Business Objects or other higher education software preferred.

**TO APPLY:** Send letter of application, resume, salary requirements and three references to:

Department of Human Resources  
70 Sip Avenue, Third Floor  
Jersey City, NJ 07306  
E-mail: Resumes@hccc.edu  
Fax: (201) 714-2509

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