



VACANCY NOTIFICATION

PART-TIME TESTING ASSISTANT/PROCTOR (MAXIMUM OF 24 HOURS A WEEK)

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' (AACCC) 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 searching for a part-time Testing Assistant/Proctor. Under the supervision of the Director 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. NLN PAX, ATI TEAS, and CLEP) and works closely with prospective and current students to provide information on study resources, schedules, and registration.

Requirements: High School diploma or equivalent required with a minimum of two years of related work experience. Associate degree preferred. 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) Colleague or similar higher education platform required. Flexible schedule and some travel required during peak registration periods, including off-site testing and enrollment events. Ability to speak Spanish preferred.

TO APPLY: Send letter of application, resume, salary requirements and names/contact information of three professional references.

Testing & Assessment
Attn: Darlery Franco
71 Sip Avenue, Library Lower Level
Jersey City, NJ 07306
Email: 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

Take Survey