



Position Vacancy Notice
PART-TIME EVENING/WEEKEND & OFF-SITE ADMINISTRATORS
July 25, 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.

The Evening/Weekend & Off-Site Administrators serve as liaison between students, faculty and college administrators. He or she monitors activities relating to student assistance, classroom identification; class cancellations, room changes at assigned college center(s) and handle details of on-site coordination in conjunction with campus safety officers. Maintains daily reports with the Evening and Weekend Coordinator. The Administrators deliver messages, flyers, timely distribution of class lists, grade and attendance rosters, supplies of important forms, calendars and catalogs and other relevant materials to faculty. Reports faculty absences/lateness to Evening, Weekend and Off-Site Coordinator. Provides information to students, reports school closings, and class cancellations and administers student class evaluations.

One year experience as a faculty member, program director, coordinator or counselor in a higher education setting is preferred. Bachelor's degree is required. Master's degree in an appropriate academic discipline or in education is preferred. Must be available to work flexible evenings/weekends at the Journal Square Campus, North Hudson Center or Off-Campus locations and some travel may be involved.

Applications

For full consideration please send resume, cover letter, salary expectations and a list of three professional references to:

Catherina Mirasol
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

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