



### **Per Diem BLS/CPR Instructor**

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' (AACC) 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 seeking for a Per Diem BLS/CPR Instructor. This is a position that will be paid hourly. Under the supervision of the Coordinator for Healthcare Programs for Continuing Education and Workforce Development, the BLS/CPR Instructor will plan, prepare, and deliver approved BLS/CPR curriculum and lectures using hands-on techniques. The instructor will plan and organize instructional materials, supply, tools and equipment provided by the Division. The instructor will track students' attendance and maintain confidentiality with regard to students' progress and outcomes. The BLS/CPR instructor will be responsible for notifying the Coordinator of any unpaid supplies invoices related to the program. The candidate must be highly organized, detail-oriented and able to work with a diverse student population. Excellent organizational skills are needed and the ability to occasionally work independently. Other duties as assigned.

#### **Requirements:**

Valid BLS/CPR instructor certification from American Red Cross or American Heart Association. Associate's Degree minimum required. Candidate must have a minimum of 3 years of experience as a BLS/CPR instructor. Must possess BLS/CPR instructor certification. Must be able to develop and maintain excellent relationships with a diverse staff and student population. Must possess excellent oral and written communication skills. Ability to multi-task in a fast paced environment required and consistently demonstrate the highest levels of integrity. Possess great energy, strong interpersonal skills, and the ability to work effectively with a broad range of students. Credibility, presence, and excellent facilitation abilities are required. A flexible schedule, open to working nights and/or weekends. Proficient in Microsoft Office (i.e. Word, Excel).

**To Apply:** Send letter of application, resume, salary requirements and names/contact information of three professional references.

Samaya Yashayeva  
Coordinator for Healthcare Programs  
Continuing Education and Workforce Development  
161 Newkirk Street  
Jersey City, NJ 07306  
E-mail: [syashayeva@hccc.edu](mailto:syashayeva@hccc.edu)  
Tel: (201) 360-4239

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**

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