Coordinator of Evening, Weekend and Off-Site Programs

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. 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 one of just five finalists in the U.S. for the American Association of Community Colleges’ (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association’s New Good Neighbor Awards in 2009 for the Culinary Conference Center and in 2012 for the North Hudson Higher Education Center.

The College is currently searching for an experienced full-time Coordinator of Evening, Weekend and Off-Site Programs. Reporting to the Dean for Non-Traditional Programs, the Coordinator of Evening, Weekend and Off-Site Programs coordinates, monitors and supports programs on the College campuses, satellite and high school locations. The Coordinator works closely with College representatives such as the Division Deans, Program Directors, Campus Security, Student Affairs, and the Registrar, as well as external representatives from secondary or Higher Education and should have excellent interpersonal skills with the ability to develop and maintain professional relationships. The coordinator will respond to inquiries and monitor all activities related to course selection, classroom identification, traffic control, class cancellations, and room changes for students and faculty attending credit and non-credit continuing education classes offered during the evenings and weekends. The Coordinator serves as a liaison between students, faculty, and administrators. The Coordinator works cooperatively with Division Deans to schedule and promote courses offered at off-site locations, and, importantly, develops weekend degree programs to meet the needs of non-traditional students.

A Bachelor’s degree is required; Master’s preferred. Knowledge of learning needs assessments and degree and certificate development. Proficiency with various computer software programs including Microsoft Office suite including Access and Excel, and experience with Ellucian (formerly Datatel) Colleague or similar higher education platform required. Ability to access, retrieve and utilize course-related information on the Ellucian Colleague. Ability to create informative excel spreadsheets. Must be conversant with academic and student policies, registration, and add/drop procedures and possess a good knowledge of programs, support services, and facilities. Must have excellent interpersonal and communication skills. The ability to collaboratively interact with students, faculty, and administrators is required. Must be available to work a flexible schedule including evenings and weekends. Travel to varying college facilities and off-site locations is required.

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

Department of Human Resources
81 Sip Avenue, Mezzanine Level
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, 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