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 Director of the Conference Center. Reporting to the Vice President for Academic Affairs, the Director of the Conference Center is responsible for overseeing the contracted management firm that has the day to day responsibility for the management and operation of the conference center and its staff as well as satellite operations. The Director is responsible for ensuring compliance with all aspects of the management contract, including ensuring the quality and timeliness of service, the timeliness and accuracy of invoicing, the adherence to sanitation standards, and the active marketing and sales of the property. In addition, the Director is primary liaison for all internal college events and activities. The Director will develop close working relationships with information services, facilities, security, and other departments and outside vendors that play a critical role in the delivery of successful internal and external meetings and conferences.

Bachelor’s degree required in Hospitality Management or closely related field. Five years management experience in a conference center environment or closely related Hospitality Field. Experience in a higher education setting, preferably mid-to-large sized community college, highly desirable. Knowledge of conference center space management software, knowledge of college software systems (preferably Ellucian Colleague), proficiency with Microsoft Office, including intermediate to advanced Excel and Word, preferred. Solid experience working with Profit and Loss statements as a manager in hospitality services required. Primary liaison for all internal college events. Excellent written and verbal communications skills. Strong leadership qualities, with the ability to develop and maintain a positive team spirits. Excellent organizational and administrative skills, with proficiency in juggling many tasks simultaneously. Candidate should be able to demonstrate understanding of and commitment to the role of comprehensive community college in an urban multi-cultural setting.

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

Department of Human Resources
81 Sip Avenue, Mezzanine Level
Jersey City, NJ 07306
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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