VACANCY NOTIFICATION
Posting Date: October 2, 2015

Part-time- Instructional Designer & Technologist,
Center for Online Learning

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 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 Arts Conference Center and in 2012 for the North Hudson Higher Education Center.

The College is currently searching for a Part-time Instructional Designer and Technologist. Under the supervision of the Executive Director, the Instructional Designer and Technologist will be responsible for providing instructional design and technical support expertise for the development and support of academic courses and specialized educational programs for online and blended learning. This position participates in Blackboard system administration, and in Blackboard course development and maintenance. This position will also provide faculty training in instructional design & technologies; serve as project manager for online, hybrid, and web-enhance course development; take a leadership role in identifying innovative and effective online learning techniques and technology, explore emerging technologies, and assist in creating and maintaining quality assurance and assessment criteria for evaluation for instruction and online course delivery outcomes. The successful candidate will perform other related duties as assigned by the Executive Director of the Center for Online Learning. **QUALIFICATIONS:** Master’s degree in Information System Information, Educational Technology with two years of demonstrated experience in Blackboard experience at the administrator level, a Bachelor’s degree plus a substantial number of years of Blackboard experience at the appropriate level may be substituted for Master’s degree. Must have in-depth knowledge of how to create courses, use course management systems, and install LMS extensions (e.g., Building Blocks in Blackboard.) The candidate should have experience in adult learning theories and online best practices. Knowledge of multimedia production and emerging technologies as related to teaching and learning is a strong plus. Experienced with a diverse community of non-traditional learners is preferred. Exceptional verbal, written, consultation and superior customer service skills is required. Proficiency in Word, Excel, and PowerPoint as well as in HTML is required.

**PREFERRED SKILLS AND KNOWLEDGE:**
- Learning Management Systems (Blackboard strongly preferred)
- Word, Excel, PowerPoint
- HTML

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

**Via USPS:** Hudson County Community College
Center for Online Learning
Tess Wiggins
161 Newkirk Ave.
Jersey City, NJ 07306

**Via Email:** mwiggins@hccc.edu

**Via Fax:** 201-714-5326

For additional information about the College, please visit [www.hccc.edu](http://www.hccc.edu). Employment opportunities at Hudson County Community College may be obtained at [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