US DOL TAACCCT Job Developer  
(Grant Funded Position)

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 seeking for a full-time US DOL TAACCCT Job Developer (Grant Funded). This position reports directly to the Assistant Director of the Center for Business and Industry. The Developer will also work closely with the Site Coordinator and participants to improve soft skills, resume writing, and interview techniques. The Developer will work with employers to identify job matches, schedule interviews, and create employer partners in health related industries. The Developer will organize outreach to health care related industries within our region in an effort to provide internships and potential employment for the Allied Health students at HCCC.

Requirements: Bachelor’s Degree and three years of employer relations and outreach experience. Knowledge of Allied Health career opportunities; strong communication, interpersonal, and customer service skills; excellent presentation and organizational skills with attention to detail. Must have the ability to work effectively with others and have well-developed oral and written communication skills, including computer and information literacy. Experience and interest in working with community partners, and teaching adult students from diverse cultural and ethnic backgrounds are essential. Computer proficiencies must include Microsoft Office programs, and experience with Ellucian (formerly Datatel) or other higher education software preferred.

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

Via Email: Resumes@hccc.edu

Via Fax: 201-714-2509


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