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 Assessment Coordinator. Reporting to the Associate Dean for Research and Planning, the Assessment Coordinator will serve as a resource for institution-wide assessment efforts. The selected candidate must be able to promote a culture of assessment among faculty and staff and continue the development of a comprehensive, systematized assessment program in support of institutional effectiveness. This includes assisting in the revision of assessment plans and development of new assessment plans. Job responsibilities include but are not limited to:

**Responsibilities:**

- facilitating the development of student learning outcomes;
- leading initiatives on unit assessment for both academic affairs and administrative departments;
- consulting with departments on assessment;
- serving on the Assessment Committee;
- supporting the continual assessment process by providing assistance to departments with assessment language and plans;
- assisting in identifying appropriate measures and methods;
- working with the Research Coordinator on data collection;
- assisting in the coordination of the assessment of the strategic plan;
- aiding the ongoing implementation of WEAVE, the Institution’s Assessment and Planning Management Tool;
- developing and implementing surveys;

**Position Requirements:** A bachelor’s degree is required. Two to three years’ experience in higher education, with at least one year directly related to the functions of this position. Knowledge of accreditation standards as it relates to institutional effectiveness and student learning outcomes. Knowledge of assessment methods including a thorough understanding of student learning outcomes, objectives, measures and targets in addition to promoting action plans developed from annual assessments. **PREFERRED:** Preference will be given to those individuals with a graduate degree in higher education, program evaluation, social sciences or other related field plus experience with assessment initiatives. Candidates with backgrounds in institutional research and strategic planning are encouraged to apply. Understanding of and commitment to the role of a comprehensive community college in an urban multicultural setting. Proficiency with various computer software programs and the use of Ellucian-Colleague (formerly Datatel) or similar higher education platform and WEAVE is preferred.

**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
E-mail: Resumes@hccc.edu
Fax: (201) 714-2509

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