INTERNAL VACANCY NOTIFICATION
Posting Date: March 18, 2015

USDOL TAACCCT Grant Coordinator
(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 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 Arts Conference Center and in 2012 for the North Hudson Higher Education Center.

The College is currently searching for a full-time USDOL TAACCCT Grant Coordinator (Grant funded position). Reporting directly to the Executive Director of Continuing Education, the USDOL TAACCCT Grant Coordinator will work collaboratively with community colleges and employer partners to successfully implement healthcare training activities for the USDOL TAACCCT Grant.

Responsibilities:

- Ensure that training activities are occurring for the USDOL TAACCCT participants as outlined in the proposal;
- Enlist the participation of local healthcare employers in the project activities and assist in connecting employer needs with programs offered;
- Assist in monitoring/managing the College’s recipient agreement with the grant recipient organization (Bergen Community College);
- Assist in recruiting, selecting, and enrolling eligible participants;
- Maintain records of program participants and track participants’ progress. Ensure compliance with all federal grant requirements. Prepare reports as required;
- Participate in all aspects of evaluation
- Perform other related duties as delegated or assigned

Bachelor’s degree plus five years of experience in coordinating workforce training activities, preferably in a healthcare, higher education, and or a public workforce setting. Candidate must demonstrate outstanding organizational, leadership, and interpersonal skills. This position requires extensive travel throughout the County. 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.

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

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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.