VACANCY NOTIFICATION

Posting Date: July 23, 2015

Social Media Coordinator

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 an experienced full-time Social Media Coordinator. Reporting to the Director of Communications, the Social Media Coordinator will be responsible for implementing web content management systems and will have one or more of the following skill sets: ability to write for the web; ability to build and manage web pages that reflect the College’s branding and identity while maintaining quality control; ability to design graphic materials for online; experience working with social media and incorporating multimedia and emerging technologies into the College’s web efforts. Will perform other related duties as assigned by the Director of Communications.

Qualifications:
Bachelor’s Degree with five years of experience designing websites and working as part of a Communications team is preferred. Knowledge of HTML, CSS/Perl/PHP/CGI scripts and JavaScript required. Basic programming knowledge and experience with various software packages required. Must possess working knowledge of Microsoft, Apple, Adobe products and Content Management systems. Advanced photography skills a plus. Effective verbal and written communication, interpersonal, influence and negotiation skills required to interact with all levels of the College and the College’s outsourced vendors. Effective organizational, prioritization, multitasking and time management skills required.

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

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