HUDSON COUNTY COMMUNITY COLLEGE
VACANCY NOTIFICATION
Posting Date: September 22, 2014

Part-time Special Projects Coordinator
(Center for Business & Industry)

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 PT Special Projects Coordinator. Reporting to the Executive Director of Center for Business & Industry, Position responsibilities include, but are not limited to the following: plans, organizes, coordinates, promotes, and facilitates special events and provides research assistance by conducting internet, library, and community research in the areas of business and industry. The research involves event investigation, data gathering and analyses, document management, and report development and distribution.

Bachelor’s degree in business or related subject and two years of experience in event coordination, data collection, report preparation, and internet research. Superior oral and written communications and interpersonal skills are required. Experience working with a culturally diverse community is highly desirable. Proficiency with various computer software programs and the use of Ellucian-Colleague (formerly Datatel) or similar higher education platform is preferred. Some knowledge of project management, and standard reference/information sources and library skills. Must be able to work independently, as well as with a team. Candidate must have the ability to interact effectively with various HCCC departments and to represent the College with external agencies.

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

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For additional information and employment opportunities at HCCC, please visit:

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