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 searching for a currently PC Technicians (Grant Funded for 24 months). Reporting to the
Data Communications Network Manager, position responsibilities include, but are not limited to the
following: for supporting the use of personal computer hardware, software, and related peripherals at the
College and plan for their enhanced use. Troubleshooting and correcting personal computer problems;
identifying, evaluating and selecting the hardware and software needed to provide solutions; providing
telephone, face-to-face and online support to personal computer users; installing appropriate software and
hardware; connecting personal computers and peripherals to the campus network and providing first-level
network troubleshooting; working the with the Data Communications Network Manager on network-
related projects as appropriate; providing training to personal computer users as appropriate; interfacing
with vendors, other technical staff and end users; undertaking record keeping and reporting functions for
the area of responsibility; managing student and staff as appropriate; staying current with developments in
uses of information technology through membership in professional organizations and attendance at
conferences/trade shows. Will perform other related duties as assigned.

Minimum of a High School diploma with a minimum of three years of related technical work experience
required; Associate degree with two years of related technical experience preferred. Technical certification
also preferred. Experience with local area networks and servers including installation and troubleshooting
is required. Superior oral and written communications and interpersonal skills are required and
demonstrable customer service skills, and proven success working in a collaborative setting are essentials.
Must also have experience with Intel processor-based personal computer use and support; Microsoft
Windows and Office; and a wide range of applications software 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.

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

Via USPS:       Hudson County Community College
                Department of Human Resources
                70 Sip Avenue – Third Floor
                Jersey City, NJ 07306

Via Email:      Resumes@hccc.edu

Via Fax:        201-714-2509

Additional information about the College please go to www.hccc.edu and employment opportunities at
Hudson County Community College may be obtained at www.njherc.org, www.higheredjobs.com, and

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