



**Position Vacancy Notice**  
**Advanced Manufacturing Instructor**  
**Part-Time**  
**Posting date: February 5, 2021**

**College Overview**

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college serving one of the most historic and ethnically diverse areas of the United States. HCCC has three campuses located just minutes from Manhattan: the Journal Square campus in Jersey City and North Hudson Campus in Union City are adjacent to vital transportation hubs; the Secaucus campus has abundant parking.

Fully accredited by the Middle States Commission on Higher Education, HCCC serves more than 18,000 credit and non-credit students annually. The College offers more than 60 degree and certificate programs, including award-winning English as a Second Language, STEM (Science, Technology, Engineering and Mathematics), Culinary Arts/Hospitality Management, Nursing and Health Sciences, and Fine and Performing Arts. The HCCC Culinary/Hospitality Management program was ranked number six in the U.S. by Best Choice Schools. Over 94% of HCCC Nursing program graduates passed the NCLEX first time out, placing the program's graduates in the top tier of two- and four-year nursing programs nationwide. In 2017, the Equality of Opportunity Project ranked HCCC in the top 5% of 2,200 U.S. higher education institutions for social mobility. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in ensuring student success.

HCCC has partnerships with every major four-year college and university in the greater New Jersey-New York area and beyond, accommodating seamless transfer of credits for further undergraduate and graduate education.

The College has been recognized with numerous national and state awards for excellence in student success programming, diversity and equity, educational innovativeness, facilities design, and communications from the Association of Community College Trustees, American Association of Community Colleges, Association of College and Research Libraries, National College Learning Association, National Council of Teachers of English, College Advertising Awards, New Jersey Business & Industry Association, and others.

Hudson County Community College is proud of its culture of care and invites applications from those wishing to join a community dedicated to promoting student success in all its forms.

**Department/Division Introduction**

The Division of Continuing Education and Workforce Development is an exciting and entrepreneurial office within the College which offers a wide variety of non-credit classes, courses, seminars and training sessions for the community. These offerings are focused on revitalizing careers, upgrading skills and credentials, growing businesses and pursuing pastimes and passions. Additionally, the HCCC Center for Business & Industry (CBI) is the area leader in developing and delivering educational classes and programs for Hudson County's businesses, organizations and individuals. Join a winning team focused on serving the educational training needs of the Hudson County business community.

Reporting to the Director of Continuing Education and Workforce Development (CEWD), the part-time Advanced Manufacturing Instructor will work closely with the Apprenticeship Coordinator for Advanced Manufacturing Programs and with the STEM Division to develop and expand noncredit programs tied to industry credentials, as well as teach those programs.

## **Position Summary/Job Description**

- May require travelling to client sites to deliver training.
- Update and maintain non-credit curriculum.
- Integrate online platforms, remote learning platforms, and other instructional aids that will contribute to effective student learning.
- Prepare and distribute to students and submit to the division director at the beginning of each semester a syllabus for each assigned course section indicating the course description and requirements, textbook(s) and supplementary materials, assignments, test dates, grading and attendance, among other important items.
- Maintain a record of student attendance on a weekly basis. Submit student progress reports on specified dates.
- Refer to the Apprenticeship Coordinator for Advanced Manufacturing, students in assigned classes who miss two consecutive class sessions. Maintain ongoing contact with academic support services personnel and refer students for tutoring, organized study groups, and counseling, as appropriate.
- Resolve, with the assistance of the coordinator and/or division dean, any student problems that arise regarding assigned courses. Become a subject matter expert on our business products, processes and operations, and remain up to date on industry news.
- Participate in professional development activities, including faculty orientation and college service day scheduled at the beginning of each semester as recommended.
- Participate in division and college wide meetings and committees.
- Other duties as assigned by the CEWD Director and Apprenticeship Coordinator for Advanced Manufacturing.

## **Required/Minimum Qualifications**

- Bachelor's degree in Advanced Manufacturing or related field or at least 10 years of industry experience.
- Minimum of 2-3 years' higher education (preferably community college) teaching experience in the discipline.
- Demonstrated knowledge of and ability to integrate online and remote learning platforms into classroom instruction, experience in distance education highly desirable.
- Demonstrated ability to provide diverse teaching methods to different learning styles. Must be able to teach students from diverse academic, socioeconomic, cultural, and ethnic backgrounds. Strong interpersonal and oral/written communication skills.
- Understanding of and commitment to the role of a comprehensive community college in an urban multi-cultural setting.

## **Applications**

For full consideration please send resume, cover letter, salary expectations and a list of three professional references to Madeline Carchia, Email: [Mcarchia2@hccc.edu](mailto:Mcarchia2@hccc.edu), Phone Number: (201)360-5327.

**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 equal opportunity and affirmative action employer. We are committed to ensuring a diverse and inclusive learning and working environment. Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Women, veterans and minorities are encouraged to apply.

**Take Survey**