



Position Vacancy Notice

Advanced Manufacturing Instructor, (Part-Time)

Posting date: 08/03/2021

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 students were born in 119 countries and speak 29 different languages. The diversity and the multitude of our community's cultures, life experiences, skills and aspirations, are the very values and traits that empower us to be productive and caring members of our society.

HCCC embodies an unwavering commitment to student success and an intentional focus on diversity, equity, and inclusion. In 2019, the President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI) was instituted to develop new levels of understanding and access and advance the College's commitment to transparency and inclusion. We are proud of the differences we share, which are the foundation for the life changing and transformational education we offer and the social mobility we provide to the communities we serve.

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, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most 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 Good Neighbor Awards in 2009 for the Culinary Conference Center, in 2012 for the North Hudson Campus, and in 2015 for the award-winning Gabert Library. In 2016 the Gabert Library was one of three academic libraries in the United States to receive the Excellence in Academic Libraries Award from the Association of College and Research Libraries (ACRL), and in 2019 the Tutoring Center received the Frank L. Christ Outstanding Learning Center Award for Two-Year Institutions. In 2019, the College joined Achieving the Dream as part of its expanding effort toward continuous improvement in 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. 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 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, 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