



**Position Vacancy Notice**  
**BLS/CPR Instructor (Part-Time)**  
**Posting date: 02/26/2021**

**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, training courses, seminars, webinars, and pathways to a degree program for community members and businesses. 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 community.

**Position Summary/Job Description**

Provide BLS/CPR instruction to students utilizing an approved training curriculum and materials to prepare students for the BLS/CPR certification exam.

- Deliver lectures using hands-on techniques and approved curriculum.

- Plan, organize, and order instructional materials, supplies, tools, and students' certification cards.
- Demonstrate effective teaching skills and be responsive to students' needs.
- Collect students' information for BLS certification cards.
- Track students' attendance.
- Maintain confidentiality with regard to students' progress and outcomes.
- Notify Coordinator of any unpaid supplies invoices.
- Other duties as assigned.

#### **Required/Minimum Qualifications**

- Minimum associate degree required.
- Valid BLS/CPR instructor certification.
- A minimum of three (3) years of experience teaching BLS/CPR.
- Computer proficiency and the ability to use Microsoft Word, Excel, and Outlook at an intermediate level.
- Excellent oral and written communication skills.
- Strong interpersonal skills, and the ability to work effectively with a broad range of students.

Must be highly organized, detail-oriented and able to work with a diverse student population. Must have a flexible schedule and availability for evenings and/or weekends. Excellent organizational skills. Ability to occasionally work independently. Must be able to develop and maintain excellent relationships with a diverse staff and student population.

#### **Closing Date of Applications**

Posted until position is filled

#### **Review of applications to begin**

Immediately

#### **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**