



### **Position Vacancy Notice**

Coordinator

Continuing Education and Workforce Development

Posting Date: 06/10/2021

#### **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.

#### **Position Summary/Job Description**

Reporting to the Director of Continuing Education and Workforce Development, the Coordinator interfaces with external clients and partners, students, instructors, and other College departments to ensure that classes are scheduled and staffed, instructional offerings are of the highest standard, books and supplies are ordered, and the office is run

professionally. The position supports the division's workforce development efforts by creating and managing training programs and other educational related programs based on clients' and partners' business needs.

### **Position Responsibilities**

- Manage multiple projects in various stages of progress.
- Develop and implement numerous training programs, throughout the year, based on business client and community needs. This includes program ideation, instructor sourcing, assistance with curriculum development, and researching and acquiring teaching materials.
- Provide information about programs, register students, schedule classes, and ensure classes run on schedule.
- Develop training proposals for clients and partners based on business needs.
- Assists in marketing efforts for the division. This includes promoting programs online and in-person, developing marketing materials for courses, and student outreach.
- Collaborates with Director and Business Developer to create program budgets, and to forecast and track individual project expenses.
- Participates in the preparation and analysis of status reports and assessments.
- Interfaces directly with clients, partners, students, and the general public.
- Provides speedy response to all client and partner concerns and complaints.
- Ensures a superior level of quality customer service to both internal and external clients and partners.
- Primary point of contact for instructors.
- Confirm payroll hours for part-time instructors teaching or writing curriculum for training courses.
- Ensures integrity of course evaluation process; supports the director as needed to meet with instructors to review course evaluations.
- Maintains effective communications with other college departments with regards to scheduling classes, food and beverage needs, audiovisual requirements, etc.
- Performs related duties as delegated or assigned by the Director of Continuing Education and Workforce Development.
- Ability to work a flexible schedule, where needed, to ensure appropriate coverage of the Continuing Education and Workforce Development division.

### **Required/Minimum Qualifications**

- Demonstrated experience working with multiple projects, in a contract-training center, or other related experience. Associate's degree with 5 years' experience may be considered in lieu of the Bachelor's degree; Bachelor's degree preferred.
- Proficient in Microsoft Office, especially Outlook, Word, and Excel
- Excellent written and verbal communication skills, organizational skills, and attention to detail are a must.
- The ability to multi-task is required.
- Ability to interact effectively with various HCCC departments and represent the College with external clients and partners.
- Demonstrated ability to interact with a culturally diverse population and to effectively and respectfully function and communicate within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Experience working with the One Stop Career Centers is a plus

### **Applications**

For full consideration please send your resume, cover letter, salary expectations, and a list of three professional references to [Mcarchia2@hccc.edu](mailto:Mcarchia2@hccc.edu)

**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**