



Position Vacancy Notice
EKG and Phlebotomy 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 classroom instruction to adult non-credit Patient Care Technician students utilizing an approved training curriculum and materials.

- Deliver lectures using up-to-date hands-on techniques.

- Plan, prepare, and deliver approved curriculum on a daily basis.
- Plan and organize instructional materials/supply inventories/tools/equipment (notify lack of supplies in a timely manner).
- Prepare lesson plans.
- Provide and maintain a clean environment after each class.
- Track and report student grades and attendance.
- Lead, inspire, motivate, and advise students to actively participate in all aspects of their educational process.
- Provide regular, accurate and timely feedback to students and the school concerning academics, behavior, and poor attendance.
- Other duties as assigned.

Required/Minimum Qualifications

- Bachelor's Degree preferred.
- EKG and Phlebotomy national certification required.
- Must have a minimum of 3-5 years of hands-on experience in field and teaching EKG and Phlebotomy.
- CPR/BLS Instructor certification required.
- Must be proficient with the use of computers to enter grades and attendance electronically.
- Must be able to develop and maintain excellent relationships with a diverse staff and student population.
- Must possess excellent oral and written communication skills.
- Ability to multi-task in a fast-paced environment.
- Consistently demonstrate the highest levels of integrity.
- Possess great energy, strong interpersonal skills, and the ability to work effectively with a broad range of students.
- Credibility, presence, and excellent facilitation abilities are required.
- A flexible schedule.
- Proficient in Microsoft Office (i.e., Word, Excel).

Must be highly organized, detail-oriented, and able to work with a diverse student population. Must be able to work on mornings and/or evenings. Must have the ability to provide consistent hours on a weekly basis and the flexibility to adjust schedules as needed, including weekends. Excellent organizational skills. Ability to occasionally work independently. The EKG and Phlebotomy Instructor will be responsible for delivering quality, hands-on training to participants, in person, or virtually via Zoom, WebEx, or other online platforms.

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 Ojanae Marshall, Email: Omarshall@hccc.edu, Phone Number: (201)855-9286.

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