



Position Vacancy Notice

English & STEM

Part-Time Tutor (In-Person)

Posting date: June 8, 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

ADJ Academic Support Services Department

Position Summary

Professional Tutors in English and STEM subjects, content knowledge, and expertise are welcome to apply to work at the North Hudson Campus, Academic Support Center, located in Union City.

Working hours for this position consist of no more than 24 hours per week. Hours to be agreed upon by both supervisor and employee at the onset of employment and are subject to change with notice based on the needs of the ADJ Academic Support Centers.

Tutors are responsible for helping students bridge gaps in comprehension in subject content. They assess, assist, and encourage students throughout the learning processes. These professionals also review materials used in classes, explain various topics, and answer any doubts and questions regarding that topic. Their functions are a supplementation to classroom teaching.

Tutors perform all of the following:

- Provide study, learning, and time management strategies;
- Inform Coordinators of any possible lateness or absence prior to scheduled shift;
- Use designated HCCC employee email address as primary method of communication and check HCCC email once a day;
- Complete electronic timesheet in a timely manner;
- Must be able to handle multiple tasks at one time and limit tutoring sessions to no longer than 50 minutes;
- Attend mandatory tutor training sessions and follow the policies outlined in the Tutoring Handbook;
- Maintain appropriate ethical and professional conduct while working with students, staff, and faculty and demonstrate respect for the diversity of staff, students, and faculty;
- Assist students on a walk-in, one-on-one, or small group basis;
- Maintain accurate records of tutoring sessions;
- Develop and help maintain resources for your subject area;
- Mentor and train other tutors as requested;
- Additional related duties and responsibilities as assigned by supervisor.

Qualifications

Professional Tutors are chosen on the basis of academic skill, character, and the ability to communicate effectively with others. Tutors are expected to have extensive knowledge in the subject they are hired to tutor and the ability to communicate that knowledge to students. All candidates for the Professional Tutoring position must meet the following minimum qualifications:

- Possess a bachelor's degree in discipline being tutored;
- Possess knowledge of basic computer functions and software, including Microsoft Word, email, and other software applications;
- Must demonstrate and maintain a high level of confidentiality;
- Previous teaching or tutoring experience preferred but not required

Closing Date of Applications: June 25, 2021

Applications

For full consideration please send a resume, unofficial transcripts, and if applying to a writing position, please provide a writing sample to: nvazquez-bodkin@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