



Position Vacancy Notice

Part Time Instructional Lab Assistant

Posting date: 06/07/2021

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

Academic Computer Labs

Position Summary/Job Description

Under the direction of the Academic Lab Coordinator/Senior Lab Assistant/Lab Manager, provide quality assistance to students, faculty, and end-users of the open and instructional computer labs with supported software and hardware. This position requires software and hardware monitoring, as well as issue escalation within a busy academic environment. Please be aware lab assistants are not tutors or teacher's assistants.

Required/Minimum Qualifications

- Troubleshoot and support student and faculty issues in all technology computer labs.
- Report issues via the ITS problem report form for submission to the supervisor.
- Follow and enforce Academic Laboratory Rules and Regulations.
- Coverage of assigned shifts in open computer labs and instructional labs.
- If scheduled, responsible for opening and closing computer lab according to rules and regulations.
- Walk around the computer lab to offer assistance when necessary; be aware of what is happening in computer labs.
- Good communication skills.
- Rounds of all Academic Computer Labs when assigned. Maintain orderliness, keep supplies up to date, and ensure that all equipment is working properly.
- Replenish supplies such as paper and staples as needed.
- Maintain neatness of computer lab equipment and furniture.
- Maintain attendance records and complete headcounts of users.
- Maintain/achieve an excellent working knowledge of the supported software and hardware.
- Complete assigned projects in a timely manner.
- Be professional and courteous.
- 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.

Preferred Qualifications

Excellent working knowledge of the following:

Operating System: Mac OS X and Windows 10.

Browsers: Internet Explorer, Safari, Firefox, Google Chrome & Microsoft Edge

Productivity Software: Microsoft Office 2019, Zoom, Webex, Google Docs, Canvas is a plus.

Academic Tools: ITV Rooms, TV Carts, Webex Boards, Smartboard, Epson Brightlink and Sharp Aquos Board.

Closing Date of Applications

July 18, 2021

Applications

For full consideration please send resume, cover letter, salary expectations, and a list of three professional references to Diana Perez, Academic Lab Manager at Email: dperez@hccc.edu, Phone: 201-360-4356.

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