## Position Vacancy Notice
Library Associate – Technology (Full-Time)
Posting date: 06/22/2021

**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 College is currently searching for a **Full Time Library Associate for Technology**. Reporting to the Director of Library Technology, the Library Associate – Technology position's responsibilities include, but are not limited to the following:

**Position Summary/Job Description**

- Providing customer service and troubleshooting computer hardware, software and related peripherals at the Library.
- Coordinating between the Library and College ITS personnel.
- Performing a wide array of clerical and library paraprofessional duties, including circulation and instructing Patrons on how to access information sources.
- Identifying, evaluating, and selecting hardware and software needed to improve library services.
- Working with the Director of Library Technology and Technical Services Librarian on projects related to the Library's Integrated Library System.
- Participating in digitization and other special projects to improve library services.
- Providing training on various library and academic hardware and software.
- Staying current with library technologies.
- Performing other related duties as assigned.

## Required/Minimum Qualifications
- Minimum of a High School diploma
- Minimum of two (2) years of related technical work experiences.
- Excellent oral and written communications and interpersonal skills.
- Demonstrable customer service skills and proven success working in a collaborative setting.
- Must have experience with Windows, Mac OS, iOS, and Android, as well as Microsoft Office and a wide range of software.
- Flexibility in hours. Specific hours to be determined according to Library service needs and in consultation with the successful candidate.
- Available to work at either the Union City or Jersey City campus.
- 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
- An Associate degree in Computer Science, Information Technology, or related field.
- Experience working with an integrated library system.
- Experience working with a web content management system and with library software, such as EZproxy and LibGuides.
- Experiences with JavaScript, HTML, CSS, and Linux are a plus.
- Bilingual abilities are a plus.

## Applications
For full consideration please send resume, cover letter, salary expectations and a list of three professional references in a single PDF to libraryjobs@hccc.edu , subject line "FT Library Associate for Technology application".

**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