



### **Position Vacancy Notice**

Computer Instructor, (Part-Time)

(Posting date: 01/29/2021)

#### **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, 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 (CEWD), the part-time Computer instructor will work closely with the Workforce Development Coordinator to fill temporary assignments for various clients as the need arises.

The Continuing Education and Workforce Development at Hudson County Community College is currently looking for part-time instructors to teach non-credit computer application courses to the adult population of various organizations,

including government agencies and private clients. The computer instructor will be responsible for delivering quality, hands-on training to participants, in person, or virtually via Zoom, WebEx, or other online platforms.

### **Required/Minimum Qualifications**

- Higher education, preferably community college, and organizational level teaching experience 2-3 years.
- Maintain professional demeanor and ethics at all times.
- Experience working in computer labs and assisting patrons with computer usage preferred.
- Ability to evaluate, design, and implement curriculum, testing, and/or teaching methodologies.
- Ability to work effectively with diverse populations.
- Effective oral and written communication skills.
- Strong presentation and facilitation skills.
- Highly skilled in training and facilitation using adult learning methodologies.
- Ability to manage a classroom environment and keep the audience engaged.
- Demonstrate excellent customer service skills.
- Ability to sit and/or stand for long periods of time.
- Have a high degree of professionalism.
- Enjoy training/staff development.
- Ability to proactively address client needs.
- Some travel required.

### **Preferred Qualifications**

- Bachelor's degree preferred.
- Understanding of the commitment to the role of a comprehensive community college in an urban multi-cultural setting.
- Teaching experience with diverse populations.
- Must be adept at instructing adult students at various skill levels. Must have flexibility in availability, including evenings. Teaching experience is highly preferred
- Ability to deal effectively and tactfully with students, faculty, staff, business/industry, and the public
- Excellent oral, written, and interpersonal communication skills
- The instructor must be knowledgeable and comfortable using online video conferencing tools for teaching, including, Zoom, WebEx, and other online platforms

### **Applications**

For full consideration please send resume, cover letter, salary expectations and a list of three professional references to Madeline Carchia, Email: [Mcarchia2@hccc.edu](mailto:Mcarchia2@hccc.edu), Phone Number: (201)360-5327.

**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**