



VACANCY NOTIFICATION

Posting Date: April 1, 2018

EOF Summer Program English Instructors (2)

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by 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 historic and 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 Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

The College is currently searching for two (2) EOF Summer Program English Instructors. Reporting to the Assistant Director of the Educational Opportunity Fund (EOF) Program, the EOF English Instructor is responsible for teaching an English Developmental course, providing additional reading, and writing skills to first-time incoming freshmen and non-traditional students at Hudson County Community College as they engage in the EOF Pre-College Summer Program. The English instructor will play a critical role by helping students build *confidence* in their reading and writing abilities, *connect* with other students, and *succeed* in their English skills. The English instructor will also provide broader academic support and guidance to students, ensuring their questions about transition to Hudson County Community College are answered, and directing them to the appropriate resources on campus.

The EOF summer program offers a 5-week intensive English session that aims to help students gain the English skills needed to successfully place, for the fall 2018 semester, into at least one higher-level English course than indicated in their initial CPT scores. The English instructor must participate in a mandatory training session and a student orientation/opening ceremony in the week prior to the start of the summer program. The EOF summer program will run on Monday – Thursday, from July 9, 2018 – August 9, 2018.

Qualifications:

- Bachelor's degree in English or a related area of study; Master's degree in English preferred. Current certification to teach English at the secondary level is preferred.
- Experience successfully teaching English at the high school or college level, preferably English developmental courses.
- Enthusiasm, patience, positive attitude.
- Excellent organizational skills, social skills, and strong leadership skills.
- Experience guiding students in engaging in reading and writing group work is preferred.
- Experience with an understanding of the educational, reading and writing, economic and cultural needs of underrepresented first-generation students transitioning to college.
- Experience working with high school and non-traditional students.
- Exemplary written and verbal communication skills.

Responsibilities:

- Prepare and submit subject syllabi, weekly lesson plans, and weekly participant evaluation reports.
- Interpret Accuplacer test results.

- Work collaboratively with the EOF Staff including the EOF Director, EOF Assistant Director, EOF Peer Tutors to assist with creating personalized reading and writing action plans for each student, by drawing on the Accuplacer test results.
- Strengthen each student's English skills by utilizing the personalized reading and writing action plans during each day of the English session to address any concerns/issues that arise.
- Build connections with students and support them in building connections with other students throughout the program.
- Assist students in effectively transitioning into college, socially and academically.
- Provide an assessment of participants' academic strengths, progress and recommendations for further improvement.
- Submit written evaluation of participants' academic strengths and weaknesses.
- Assist students in achieving a better understanding of a freshman English class and improvement in academic capabilities in designated areas.
- Maintain up-to-date, accurate, and complete records of student progress and attendance.
- Meet with the EOF Director, Assistant Director, and Counselor to ascertain participants' progress as it relates to comprehension of course materials and address any concerns.
- Maintain confidentiality and adhere to FERPA policy.
- Meet daily with in-class tutor assigned to the course.

Instructional Duties (English):

- Create an engaging, grade-level appropriate English course curriculum and syllabus.
- Effectively implement curriculum developed for the English course, utilizing a variety of teaching techniques, including cooperative learning approaches, and computer interactive technologies.
- Help students develop knowledge of themselves as learners, readers, writers, and editors.
- Familiarize students with college expectations unique to the study of English.
- Deliver course-specific data to the EOF Director and Assistant Director upon completion of the course.
- Develop and implement English-themed field trip to complement course material.
- Facilitate structured study time during the required tutoring session of the day.
- Alert the EOF Director and the EOF Assistant Director to student issues as they arise.
- Attend EOF staff orientation, student orientation, and weekly EOF summer staff meetings.

Experience working with a culturally diverse college population, preferably in an opportunity program, is highly desirable.

To Apply: Send letter of application, resume, salary requirements and names/contact information of three professional references.

Educational Opportunity Fund Program
 Hudson County Community College
 2 Enos Place, Lower Level
 Jersey City, NJ 07306
 E-mail: rperez@hccc.edu

For additional information and employment opportunities at HCCC, please visit:
www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

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