VACANCY NOTIFICATION
Posting Date: September 12, 2018
HEAD TUTOR –MATH, SCIENCE, & BUSINESS

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 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 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 Conference Center; in 2012 for the North Hudson Campus Project; and in 2015 for the Library Building (Gabert Library).

Hudson County Community College, a fast-growing mid-sized urban community college, is looking for a full-time **Head Tutor for Math, Science, & Business**. Under the supervision of the Associate Dean for the Division of Academic Development and Support Services, the ADJ Academic Support Services Department's Head Tutor for Math, Science, & Business will be responsible for coordinating and overseeing all of the mathematics, science, and business related activities that are offered by the department at both of the campuses. He/she will provide individual and group tutoring services for students for all mathematics, science, and business related courses and conduct workshops. He/she will help with the recruitment, training, and observation of the part-time Tutors. He/she will assist the department with the Transitional Programs, assist in the department's assessment activities, and perform other related duties as assigned.

Requirements: A Master's degree is preferred, but a minimum of a Bachelor's degree in Mathematics, Science, Business or a closely related field is required with a minimum of one year of formal teaching or practical classroom experience. Knowledge of tutorial objectives, principles, methods, and techniques required with the ability to plan and organize related programs and activities. Ability to create individualized lesson plans and practice tests required to best meet the learning and skill building needs of students. Effective verbal and written communication skills, interpersonal skills, and influence skills required to effectively collaborate with students, Division Deans, directors, faculty, advisors, counselors, and all levels of employees and management. Computer proficiency also required. An understanding of and commitment to the role of a comprehensive community college in an urban multi-cultural setting also required, with prior experience in working with non-traditional students from diverse cultural and ethnic backgrounds being essential. Proficiency with various computer software programs and the use of Ellucian (formerly Datatel) Colleague is preferred.

TO APPLY: Send letter of application, resume, salary requirements and three references to:

Department of Human Resources

70 Sip Avenue, Third Floor

Jersey City, NJ 07306

E-mail: **Resumes@hccc.edu**

Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit:

www.njherc.org, www.higheredjobs.com and **www.latinosinhighered.com**

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