



**Posting Date: May 24, 2018**

**Instructor – Medical Assisting  
(Full-time - Tenure Track)**

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' (AACCC) 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 a **full-time tenure track Instructor in Medical Assisting for the Nursing and Health Sciences Division**. Reporting to the Associate Dean for Nursing & Health Sciences. The instructor will teach a minimum of 15 credit hours per semester, assist in the coordination of classes and schedules of adjunct instructors, assist in assessment of courses and programs, and other assigned duties. Candidate must have medical assisting experience in areas of clinical office procedures (EKG/Phlebotomy), Pharmacology, and Pathophysiology.

**QUALIFICATIONS:** Minimum of a Master's degree in Medical / Health Science or closely related field from a regionally accredited institution of higher education, as well as a minimum of three years of work in the field. National Certification as a Medical Assistant. The successful candidate will demonstrate an understanding of the mission of an urban community college and have experience working with a culturally diverse community. Knowledge of pedagogical technology, strong interpersonal and communication skills. Demonstrated ability to provide diverse teaching methods to different learning styles. Must be able to teach students from diverse academic, socioeconomic, cultural, and ethnic backgrounds. **Finalists will be required to submit official transcripts** and to provide a teaching demonstration. **PREFERRED:** Proficiency with various computer software programs and the use of Ellucian-Colleague or similar higher education platform. 1-3 years of college-level teaching is preferred for all full-time lecturers at HCCC.

**TO APPLY:** Send a letter of application, resume, salary requirements and names/contact information of three professional references to:

**Via USPS:** Hudson County Community College  
Department of Human Resources  
70 Sip Avenue, 3<sup>rd</sup> Floor  
Jersey City, NJ 07306

**Via Email:** [Resumes@hccc.edu](mailto:Resumes@hccc.edu)

**Via Fax:** 201-714-2509

For additional information about the College, please visit [www.hccc.edu](http://www.hccc.edu). Employment opportunities at Hudson County Community College may be obtained at [www.njherc.org](http://www.njherc.org), [www.higheredjobs.com](http://www.higheredjobs.com), and [www.latinosinhighered.com](http://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.*

**HCCC IS AN EEO/AA EMPLOYER**