



VACANCY NOTIFICATION
Posting Date: June 19, 2018

Manager of Web & Portal Services

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 New Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Higher Education Center.

The College is currently searching for a **full-time Manager of Web & Portal Services**. Reporting to the Chief Information Officer, position responsibilities include, but are not limited to the following: develops, supports, and maintains the College's website, and portal pages to ensure accuracy and currency of content. The Manager for Web & Portal services is responsible for adherence to established policies and procedures, and ongoing website and portal access by users/viewers and the college community. Will provide leadership and direction in the review, planning, development, and implementation of website and portal content. Effectively collaborates with all staff members of the Communications Department to work towards the achievement of all goals and objectives, as well as with all levels of College management and employees, faculty, external vendors, etc., providing technical support and systems administration, for the internal and external website and portal issues. Ability to develop and maintain web pages using HTML and knowledge of Perl/PHP/CGI scripts and JavaScript required. Basic programming knowledge and experience with at least two of the following is required: Microsoft Windows server, Ektron, Sharepoint, IIS, Office, Dream Weaver, GoLive, MicroMedia Contribute, C#, JQuery, XSLT and/or similar packages.

Bachelor's degree required, Master's preferred with a minimum of three years of directly related experience required. Web Design with a minimum of three years of web experience preferred. Datatel WCMS experience preferred. Organizational, prioritization, multi-tasking, and time management skills required. Superior oral and written communications skills, interpersonal and negotiation skills are required. Experience working with a culturally diverse community is highly desirable. Proficiency with various computer software programs and the use of Ellucian-Colleague (formerly Datatel) or similar higher education platform is preferred.

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

Department of Human Resources
70 Sip Avenue, 3d 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

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