



Position Vacancy Notice
Instructional Technologist
(Posting date: 05/15/2020)

College Overview

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college with three campuses located just minutes from Manhattan in Jersey City, Secaucus, and Union City, New Jersey. The Journal Square campus sits in the center of Jersey City, next to a major PATH station and transportation hub, while the North Hudson Campus in Union City sits adjacent to a vital light rail station; the Secaucus campus has abundant parking.

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. HCCC was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists for the American Association of Community Colleges' (AACCC) Student Success Award, and was presented with a series of New Jersey Business & Industry Association's Good Neighbor Awards: 2009 for the Culinary Conference Center, 2012 for the North Hudson Campus, and 2015 for the award-winning Gabert Library. In 2017, the College acquired the CarePoint School of Nursing (formerly Christ Hospital School of Nursing) and has since transitioned it to the fully-accredited HCCC School of Nursing, with its students performing among the highest in New Jersey on their NCLEX exams. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in its student success work. The Culinary Arts Institute is continually recognized as one of the finest in the nation.

Department/Division Introduction

The Center for Online Learning is the hub of all online and hybrid courses at HCCC. The mission of the Center for Online Learning is to enable students to successfully pursue their studies online to meet educational goals and engage in life-long learning, by providing a wide variety of high quality online and hybrid technology-rich courses. In addition, the Center will support faculty in designing, developing and delivering interactive, accessible teaching and learning curriculum by providing professional development and hands-on assistance.

The College continues to develop Hudson Online, which offers online and hybrid courses throughout the academic year in traditional 15-week sessions and intensive 7-week sessions. At this juncture, we are looking for an enthusiastic, knowledgeable Instructional Technologist to join our growing team.

Position Summary

The Instructional Technologist will assist faculty in building and maintaining online, hybrid and web-enhanced courses. Using tools embedded in the Learning Management System (LMS), as well as multimedia production and collaboration tools, the Instructional Technologist will implement course designs and revisions and assist with course setup. The Instructional Technologist will help faculty and other HCCC users to troubleshoot technical issues. The Instructional Technologist will offer workshops and training and assist in the development of support resources for faculty and students. The Instructional Technologist will explore new technologies relevant to the online classroom.

The Instructional Technologist should have strong familiarity with and experience with LMS such as Canvas. Self-direction, attention to detail, and organizational skills are important to this position. The Instructional Technologist will track, prioritize, and follow up on multiple projects to ensure course revisions are completed accurately, and that issues are resolved quickly. The Instructional Technologist should also have excellent communication skills, enthusiasm for helping others resolve issues, and a desire to work in a fast-paced team environment.

The ideal candidate will possess knowledge of adult learning principles and course design, strong interpersonal and collaboration skills, diplomacy, persistence, flexibility, and the ability to remain focused in a deadline-driven environment.

We use Canvas as our Learning Management system along with several other tools such as Adobe, Respondus, and Blackboard Ally. We are a close team of enthusiastic and hardworking professionals and are currently searching for a full-time Instructional Technologist to join our team.

Position responsibilities include:

- Building and maintaining online, hybrid and web-enhanced courses
- Developing collegial and productive collaborative relationships with subject matter experts and colleagues
- Applying course roadmaps and timelines to help faculty achieve distance course development goals and milestones
- Implementing course designs and revisions
- Designing and delivering training sessions on LMS and other technology tools for faculty and students
- Supporting faculty in developing courses using provided guidelines and course design principles
- Assisting in evaluating courses on the basis of course design best practices
- Assisting in creating and deploying different multimedia and online resources
- Assisting faculty during course delivery phase with technology and pedagogy questions and issues to ensure that courses run smoothly
- Ensuring courses meet accessibility standards as outlined in the Centers checklist including HTML tags, captions, visual design, and document formats
- Ensuring content meets copyright laws
- Making recommendations for course revisions as needed

Required Qualifications:

- Bachelor's degree required
- Minimum of two (2) years of instructional design and course building experience in education
- Demonstrated ability to interact with a culturally diverse population and to effectively and respectfully function and communicate within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.

Preferred Qualifications

- Knowledge of course design principles
- Degree or Certificate in instructional technology/design or similar area

Applications

For full consideration please send resume, cover letter, salary expectations and a list of three professional references to applytocol@hccc.edu. If you wish to be considered for similar positions that may open up in the future, please indicate this in your cover letter or email.

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