



## **VACANCY NOTIFICATION**

**Posting Date:** July 26, 2010

Hudson County Community College, a fast-growing mid-sized urban community college, is searching for a **FULL-TIME DIRECTOR OF INTERNATIONAL STUDIES & MODERN LANGUAGES**. Under the supervision of the Associate Dean of the Humanities & Social Sciences Division, the Director of International Studies & Modern Languages oversees the Modern Languages program, is responsible for research and development of certificates and associate degree programs, and will develop Study Abroad and exchange programs at Hudson County Community College. Assist with academic, registration, recruitment, and publicity for the program; participate in division and College-wide meetings and committees.

Minimum qualifications include a Master's degree in one or more modern languages(s) or a closely related discipline. Minimum of four years teaching and administrative experience in a higher education, preferably a community college setting. Proficiency in MS Office Professional is required.

### **PREFERRED SKILLS AND KNOWLEDGE:**

Higher Education Enterprise Resources Planning (ERP) Systems (Colleague)

Higher Education Web Based Systems (WebAdvisor)

Internet Based Portal Systems (SharePoint)

Report writer systems (Business Object Web)

**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](mailto:Resumes@hccc.edu)

Fax: (201) 714-2509

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

[www.njherc.org](http://www.njherc.org), [www.higheredjobs.com](http://www.higheredjobs.com) and [www.latinosinhighered.com](http://www.latinosinhighered.com)

**HCCC IS AN EEO/AA EMPLOYER**