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

The College is currently searching for an experienced full-time Associate Dean for Research and Planning. Reporting to the senior planning and development officer, the Associate Dean for Research and Planning will provide leadership for the institutional research function and support for college-wide planning. Responsibilities will include designing and implementing internal research and assessment projects. The Associate Dean for Research and Planning will be expected to collect and integrate basic information to meet the needs of constituent groups; develop reliable external reporting systems to meet state, federal and accrediting requirements; establish and maintain a data warehouse; provide support to managers involved in information gathering; and manage the operations of the Research and Planning Office and supervise its staff. The Associate Dean for Research and Planning will also provide support for the development of the College Master Plan and monitor its implementation.

A master’s degree required, doctorate preferred with a major in educational research or some appropriate discipline required as well as knowledge of statistical analysis systems (SAS, SPSS, FOCUS). Experience in research design, outcomes assessment, statistical methods, data analyses and report writing is required. Excellent oral and written communication skills and a demonstrated understanding of and commitment to the role of a comprehensive community college in an urban multicultural setting are vital. Proficiency with various computer software programs including Microsoft Office suite including Access and Excel, and experience with Ellucian (formerly Datatel) Colleague or similar higher education platform required.

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

Department of Human Resources
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For additional information and employment opportunities at HCCC, please visit: www.njherc.org, www.higheredjobs.com and www.latinosinhigheered.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.

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