Hudson County Community College, a fast-growing mid-sized urban community college, is searching for a full-time Associate Dean of Humanities. Reporting directly to the Dean of Arts and Sciences, the Associate Dean of Humanities will oversee and direct the overall operations, daily activities, staff, and faculty of the College’s Humanities Division in support of the College’s mission statement and in accordance with established goals and objectives, policies, and procedures of the Academic Affairs Division. The Associate Dean will define, develop, implement, and monitor effective policies and procedures that support the goals and objectives of the Humanities programs. The Associate Dean will be able to conceptualize and then initiate and implement ideas to enhance the division’s current and changing program offerings within a diverse and multi-cultural community. The Associate Dean will ensure excellence within course curriculum and instruction through the recruitment, appointment, evaluation, reappointment, and professional development of outstanding full- and part-time faculty. The Associate Dean will provide support for the development of grants and their implementation. Provide overall direction and supervision to the staff of the Social Sciences Division. In addition, develop, recommend, and monitor the annual division budget. The Associate Dean will oversee and direct other program-specific activities, as required and remains flexible and adaptable in work schedules and work assignments as defined by College and departmental needs. The Associate Dean will serve as an active member of various internal and external committees that carry out the work of the college and division mission.

A Master’s degree is required in one or more of the programs areas of responsibility; doctorate preferred. A minimum of five years of teaching at the community college or college level, and relevant administrative experience including curriculum/course development and oversight of faculty and staff. Experience with various computer softwares and the use of Ellucian-Colleague(or similar higher education platform) to inform data-driven decision making and experience with online applications such as course management or assessment software required.

TO APPLY: Send letter of application, resume, salary requirements and three references to:

Department of Human Resources
70 Sip Avenue, 3rd Floor
Jersey City, NJ 07306
E-mail: Resumes@hccc.edu
Fax: (201) 714-2509

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

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