VACANCY NOTIFICATION
Posting Date: July 23, 2015

Dean of Instruction/Science
(Sciences, Nursing And Allied Health Sciences)

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 Arts Conference Center and in 2012 for the North Hudson Higher Education Center.

The College is currently searching for a full-time Dean of Instruction/Science. Reporting directly to the Vice President for Academic Affairs, this is a unique leadership opportunity to develop strategies for the division and to facilitate a smooth transition into a new, world-class STEM Pavilion (currently under construction). The Dean will oversee the overall operations, daily activities, staff, and faculty of the College’s Sciences, Technology, Center for Online Learning, Health Services and Nursing programs 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 Dean will develop, implement, and monitor policies and procedures that will support the goals and objectives of Science Programs. He/she must be able to:

- Articulate a clear vision for the division
- Conceptualize and implement initiatives to enhance the division’s current and changing program offerings (both credit and non-credit) within a diverse and multi-cultural community
- Ensure excellence within course curriculum and instruction through the recruitment, appointment, evaluation, reappointment, and professional development of outstanding full- and part-time faculty
- Provide support for the development of grants and their implementation
- Provide overall direction and supervision to the staff of the Science programs
- Develop, recommend, and monitor the annual program budget
- Serve as an active member of various internal and external committees that carry out the work of the College and foster academic and programming excellence throughout the division.

Requirements:
A Ph.D. is required in one or more of the programs areas of responsibility. At least five years of administrative experience including curriculum/course development and oversight of faculty and staff. A minimum of five years teaching at the community college or four-year college level. Must be highly proficient with Microsoft Windows and Ellucian (formerly Datatel), or similar college software systems. Prior experience and responsibilities for accreditation and other assessment processes is required.

TO APPLY: Send a letter of application including a description of your teaching philosophy, your curriculum vitae, salary requirements and three professional references to:

Via USPS: Hudson County Community College
Department of Human Resources
81 Sip Avenue - Mezzanine Level
Jersey City, NJ 07306

Via Email: Resumes@hccc.edu

Via Fax: 201-714-2509


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