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, N.J. 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 an experienced full-time Director of Cultural Affairs. Reporting to the Vice President for the North Hudson Campus and Student Affairs, the Director shall provide leadership for community education programs and activities related to the arts, promoting Hudson County Community College as a nexus for cultural programming in Journal Square and Hudson County. The Director shall provide general oversight for the management of the College’s art collections, and coordinate with internal and external partners to regularly publish a cultural affairs calendar.

**Position responsibilities include, but are not limited to the following:**
- Developing and providing general oversight and management for community education programs in the arts which may include but not necessarily be limited to the visual arts, performing arts, and local history.
- Coordinating community education programs in the arts with appropriate academic, student services, and development offices to assure that they are consistent with ant complement and supplement other programs at the College.
- In cooperation with the College Foundation and the College Grants Office, actively participate in appropriate fund-raising activities.
- Participate in College planning activities providing leadership for those components related to cultural affairs and the College collections.
- Develop and recommend schedules and programs for cultural affairs including exhibitions of art.

**Qualifications:**
- A demonstrated understanding of the role of community education programming in the arts as it specifically relates to the mission of a comprehensive, urban community college.
- A related master’s degree (such as one of the arts, history, museum-related management) that would qualify the director for a teaching assignment at the College.
- At least three years of experience managing a budget and supervising staff.
- Excellent written and oral communications skills.
- Appropriate technology skills.

**Preferred Qualifications:**
Preference would be given to persons who possess any of these qualifications in addition to the minimum stipulated above:
- A doctorate or education above the master’s degree level.
- Work experience in a community college.
- Familiarity with the local community, arts organizations and local history societies.
- Formal work experience in cultural affairs programming.

**TO APPLY:** Send a letter of application, resume, salary requirements and names/contact information of 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