



VACANCY NOTIFICATION

Associate Dean, Humanities and Social Sciences

Reports to: Vice President for Academic Affairs



THE OPPORTUNITY:

Hudson County Community College (HCCC) seeks an Associate Dean for Humanities and Social Sciences to join its award-winning and nationally recognized institution. This is an exciting time to be part of the HCCC community. The College recently launched its 2021-24 Strategic Plan, the culmination of which will align with the College's 50th anniversary in 2024. The College was recently recognized by the Association of Community College Trustees as the recipient of the 2021 ACCT Northeast Region Equity Award. HCCC also has been named as one of 101 recipients of the Higher Education Excellence in Diversity (HEED) Award. A national honor recognizing U.S. colleges and universities that demonstrate an outstanding commitment to diversity and inclusion. Recently, HCCC was named as a finalist for the American Association of Community Colleges Advancing Diversity Award.

Reporting to the Vice President for Academic Affairs, the Associate Dean will work collaboratively with Vice Presidents, other administrators, faculty, and staff to advance academic excellence through the use of innovative instructional technology and achieve the appropriate balance between in person and online learning.

The Associate Dean will have a passion for serving students and feel strongly about the role that community colleges play in advancing social and economic mobility for students. The Associate Dean will be a passionate advocate for access to higher education, particularly for first-generation and immigrant students. The ideal candidate will have an understanding of, and commitment to, the philosophy and mission of HCCC.

The successful candidate will also possess intellectual curiosity, a commitment to teamwork, and a genuine desire to serve the HCCC community. As a visible presence and anchor in the community, HCCC plays a vital role in the Hudson County educational and workforce ecosystems. The Associate Dean is expected to participate in and contribute to the educational, workforce, and cultural ecosystems of Hudson County and to the overall life of the College.

OVERVIEW:

Hudson County Community College (HCCC) serves one of the most ethnically diverse and densely populated communities in the United States. The College is a vibrant, urban institution of higher education whose mission is to provide its diverse communities with inclusive, high-quality educational programs and services that promote student success and upward social and economic mobility.

HCCC's student body is diverse and accomplished. More than 90% of HCCC's students receive scholarships, grants, and loans to finance their education, and the College's extensive financial aid program helps connect students with the resources they need. To date, the College's Foundation has raised over \$3.5 million for student scholarships, and HCCC ranks first in the state of New Jersey for its award of Community

College Opportunity Grant (CCOG) funds. About half of its more than 12,000 credit students identify as Hispanic, and more than 33% of all students were born outside of the U.S. In 2021, HCCC had two students selected from a national applicant pool to receive the prestigious Jack Kent Cooke Foundation's Undergraduate Transfer Scholarship.

HCCC has three campuses. The largest campus is located at the heart of Jersey City's Journal Square, which is approximately 20 minutes from New York City. The College also has a North Hudson Campus, located in Union City, New Jersey and an additional location at the Hudson County Schools of Technology in Secaucus, New Jersey. The College offers 70 degree and certificate programs and more than 300 daytime, evening, and weekend courses throughout its three-campus network. HCCC offers 9 fully online degree programs and expects this number to grow in the coming year. In addition to its degree programs and courses, HCCC offers a wide array of non-credit classes and programs designed to develop professional skills, provide occupational training, teach languages and culinary skills, and enrich personal and cultural knowledge.

HCCC is committed to delivering high-quality educational experiences. HCCC is a member of the Achieving the Dream network of community colleges. Achieving the Dream is a national reform network of high-performing community colleges that are focused on leveraging data-informed best practices to promote equitable outcomes.

The College boasts several signature programs, including a nationally recognized Culinary Arts Institute and a Nursing Program. The College's Culinary Arts Institute is one of only three programs in the New York Metropolitan region to hold accreditation from the Accrediting Commission of the American Culinary Federation Education Foundation. The Culinary Arts Institute features state-of-the-art facilities and a hands-on program that prepares students for a range of careers in the hospitality industry. Graduates of HCCC's Nursing Program consistently pass the licensure exam in large numbers. The College recently announced the dedication of the Bloomberg Finance Lab, which provides students with real-world experience to prepare them for employment in banks, corporations, and government agencies.

The Division of Humanities and Social Sciences offers a distinctive Associate of Fine Arts degree program with options in Studio and Computer Art. Throughout their time at HCCC, Fine Arts students participate in many opportunities offered through the Department of Cultural Affairs. HCCC's Fine Arts faculty exhibit their work nationally and internationally and have received awards from The New Jersey State Council on the Arts Fellowship and the Guggenheim Fellowship and ACCT Northeast Faculty Member Award. Faculty in the Division have also been recognized with the 2019 and 2020 Dale P. Parnell Faculty Distinction Recognition from the American Association of Community Colleges. HCCC is the recent recipient of a \$3 million, five-year Title V grant from the United States Department of Education. The Grant Project, titled The Golden Door/La Puerta Dorada, promotes persistence



and retention of English as a Second Language (ESL) students. The Golden Door/La Puerta Dorada specifically focuses on serving Hispanic and Latino students.

The College's Center for Academic and Student Success, award-winning Abigail Douglas Johnson Academic Support Services Center, and Office of Mental Health Counseling and Wellness assist students in outlining their academic, career, and personal journeys.

A leader in workforce development, HCCC hosted The Aspen Institute's Workforce Leadership Academy, which was the first to be offered in partnership with a community college. The Hudson County Workforce Leadership Academy was funded through a combination of public and private donors that included JPMorgan Chase, The Harry and Jeanette Weinberg Foundation, the W.K. Kellogg Foundation, the County of Hudson, the LeFrak Family, and Mack-Cali

THE ROLE:

- Under the supervision of the Vice President for Academic Affairs, the Associate Dean leads the Division of Humanities and Social Sciences and is responsible for the quality and integrity of academic programs; managing the human and fiscal resources; and is an advocate for student and faculty learning and teaching opportunities, as well as supporting the professional development of staff.

KEY RESPONSIBILITIES:

- The Associate Dean will provide overall leadership for the academic division. He/she will supervise department coordinators, support staff, and other staff members and have overall responsibility for coordinating college-wide placement and exit testing.
- Develop short-term and long-term strategic planning initiatives that support the College's mission statement and offer quality educational programs and services in the Humanities and Social Sciences disciplines to students.
- The Associate Dean will have oversight for the coordination of student outcomes assessment and placement and ensure excellence of curriculum and instruction to meet the needs of an extremely diverse student body.
- Design, develop, implement, administer, and assess current and new program curricula to ensure the provision of quality education and to meet the changing needs of students.
- Determine the schedule and content of courses with prerequisites to be offered each semester in consultation with the Vice President for Academic Affairs and faculty. Coordinate the continuing assessment of curricula and content of course offerings; develop new programs and courses to provide effective transfer to four-year institutions and ensure the employability of career-oriented students.
- Participate in the development of articulation agreements with institutions to facilitate transfer of graduates and with high schools to facilitate partnerships and the effective transfer of students to the College.
- Assist in the identification and timely resolution of student concerns.
- Ensure excellence of course curricula and instruction through the recruitment, appointment, reappointment, and professional development of faculty.

- Provide supervision, orientation, in-service training, and mentoring to adjuncts and tenure track faculty. Conduct faculty in-class observations to assess teaching performance, obtain student evaluations, provide feedback and counseling, create developmental action plans, and determine and provide opportunity for tenure and career growth. Recommend individuals for promotion, tenure, sabbatical, disciplinary action, termination, and/or non-renewal of employment.
- Develop and recommend the annual budget for the Division to the Vice President for Academic Affairs. Monitor and analyze the annual operating budget to ensure effective fiscal management and efficient cost control systems.
- Collaborate with academic leadership, faculty members, students, and the Assistant Dean for Testing and Assessment, recommend policies and procedures for placement of students in ESL and Academic Foundations English.
- Work with the Division of Student Affairs and the Center for Academic Support Services personnel to develop and monitor appropriate support services for students.
- Monitor course scheduling to ensure that course offerings promote student success and support fiscal goals.
- Work with Enrollment Services and Communications to market services to students at HCCC.
- Represent the division in college-wide and community activities; also represent the College to external constituencies, as appropriate.

REQUIRED QUALIFICATIONS:

- Master's degree in one or more of the programs in areas of responsibility.
- Experience in successfully writing and managing grants and budget management at the college level.
- Experience promoting diversity, equity, and inclusion.
- Three years teaching experience.
- Relevant administrative experience in curricula/course development, review and implementation, and oversight of faculty and staff.
- Experience in program management, design, implementation, assessment, and administration.
- Effective verbal and written communication skills.
- Computer proficiency utilizing Ellucian Colleague or similar higher education platform to inform data-driven decision making.
- Knowledge of and experience in alternate instructional delivery modes and applications of information technology in instructional and administrative settings.
- Demonstrated understanding of, and commitment to, the role of a comprehensive community college in an urban, multi-cultural setting.

TO APPLY:

Send a letter of application, resume, salary requirements and names/contact information of three professional references to resumes@hccc.edu copying lguastini@hccc.edu. Applications are encouraged by April 11, 2022 and will continue to be considered until the position is filled.