



POSITION ANNOUNCEMENT

Executive Director of the North Hudson Campus

For Internal Consideration Only

Position Summary

Under the direction of the Vice President for Academic Affairs, the Executive Director of the North Hudson Campus will serve as the principle mission-focused administrator and strategic leader at the North Hudson Campus location. As a highly visible advocate for the North Hudson Campus, the Executive Director will be responsible for providing leadership for the College's outreach to the local communities in northern Hudson County. The Executive Director will inspire and support all NHC team members in their work and actively promote a student-focused culture on campus. As the key operational manager, the Executive Director will promote student success through a wide portfolio of exceptional programs and services offered through the Campus, including but not limited to credit and non-credit instructional programs, student support services, community events, and plant operations.

Essential Responsibilities

1. Provides overall administrative leadership and strategic oversight for the North Hudson Campus (NHC) and its operations and actively aligns NHC with the larger College community through its programs and services.
2. Promotes a culture of care, transparency, collegiality, and positive relationships both internally and externally, and in line with the priorities and strategic goals outlined by the Office of Diversity, Equity and Inclusion.
3. Directs and coordinates the daily operations of the NHC in accordance with College policies and procedures, relevant federal, state, and local regulations, Student and Academic Affairs policies and procedures, the rules and regulations defined by the Family Educational Rights and Privacy Act (FERPA), and other relevant sources.
4. Oversees and directs admissions, financial aid, and registration operations to efficiently and effectively process and facilitate student enrollment while having accountability for enrollment targets for NHC.
5. Oversees and directs student record management operations to ensure the establishment, maintenance, security, strict confidentiality, and authorized access to all student records.

6. Ensures the prompt identification and timely resolution of student issues and incidents, provides advice and guidance to ensure that students have the information they need to be successful and complete their programs of study.
7. Works cooperatively with academic departments and divisions to plan, develop and implement innovative, high-quality courses and programs that will address the needs of the NHC communities.
8. Provides fiscally prudent leadership; develops and recommends the annual budget; monitors and analyzes the yearly operating budget to ensure effective financial management and efficient cost controls.
9. Initiates cooperative programs and partnerships with local businesses, governmental agencies, non-profit organizations and local school districts.
10. Works to ensure equity in programmatic offerings and student services for the NHC.
11. Prepares routine, special and ancillary reports as required.
12. Serves as Deputy Title IX Coordinator (NHC incidents).
13. Serves as the primary Judicial Officer for the North Hudson Campus.
14. Provides overall direction and ongoing supervision to designated North Hudson Campus staff:
 - Provides ongoing leadership, advice, training, and guidance to staff and maintains positive working relations between and among departments. Assesses staffing needs to make relevant recommendations. Ensures appropriate work distribution to staff and leads staff meetings to promote a continuous flow of information and platforms for open discussions.
 - Develops and communicates performance goals, completes performance evaluations within established timeframes, provides feedback, develops and takes action on performance improvement plans, and determines necessary disciplinary action, as needed.
 - Supports staff professional development and career growth by identifying and providing ongoing training and tuition reimbursement as appropriate.
 - Provides shared and supportive leadership for full-time and adjunct faculty teaching and working at the North Hudson Campus.
15. Continues to develop his/her own professional and management skills through independent research, networking, and attending seminars and workshops to maintain awareness of current and changing trends in higher education. Remains knowledgeable of regulatory issues specific to enrollment services and administrative activities.
16. Represents the College to external constituencies and projects a positive self-image of professionalism, courtesy, conduct, honesty, fairness, and personal integrity at all times.
17. Organizes special events and community use of facilities.

18. Actively participates in and manages special projects, as required, while remaining flexible and adaptable in work schedules and assignments as defined by College and departmental needs.
19. Coordinates with the Vice President for Academic Affairs and the Chief Information Officer to strategically leverage Interactive Television (ITV) technology to increase the number of academic programs at NHC while sequencing the courses accurately; facilitates training.
20. Collaborates with the Vice President for Academic Affairs and the academic divisions in the exploration, development and execution of new academic programs.

Position Minimum Requirements:

- Master's degree in Higher Education or a related field. Doctorate preferred.
- Five years of higher education experience, including at least two years of teaching and three years in leadership role(s) related to strategic and project management. North Hudson Campus experience preferred.
- Three years' experience supervising staff and faculty.
- Ability to serve as an autonomous campus executive; to think conceptually, develop and implement policies and procedures, and make administrative/procedural decisions and judgments.
- Excellent verbal, written, and interpersonal skills.
- The ability to interact effectively with a wide range of constituencies and the academically underprepared in a multi-cultural community.
- Effective organizational and prioritization skills. Bilingual ability preferred.
- Skills for interacting with, engaging and supporting culturally diverse populations.

Applications

For full consideration please send resume and a cover letter no later than **Monday, June 21, 2021** to Anna Krupitskiy, Vice President for Human Resources, at akrupitskiy@hccc.edu.

Please direct any questions to Dr. Darryl Jones, Vice President for Academic Affairs, at djones@hccc.edu.

Take Survey