



VACANCY NOTIFICATION

Instructor of Table Service, Full-Time, Tenure-Track

Reports to: Associate Dean of Business, Culinary Arts and Hospitality Management



THE OPPORTUNITY:

Hudson County Community College (HCCC) seeks an Instructor of Table Service (tenure track) to join its award-winning and nationally recognized institution. This is an exciting time to be a 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 recognized by the Association of Community College Trustees as the recipient of the 2021 ACCT Northeast Region Equity Award. HCCC has recently been named 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.

Reporting to the Associate Dean of Business, Culinary Arts and Hospitality Management, the Instructor will guide undergraduate students and be involved in program, area, college, and community service. Additionally, the Instructor will develop new courses in emerging and innovative areas in alignment with other departments, programs, and initiatives at the college. Candidates should also demonstrate sensitivity to issues of diversity and have the ability to motivate and teach students of diverse, ethnic and racial backgrounds, sexual orientations, genders, cultures, and learning styles, as well as students with disabilities, or varied levels of academic preparation. The Instructor will be an advocate for access to higher education, particularly for first-generation and immigrant students. The ideal candidate will preferably have an understanding of and a commitment to the role of the community colleges in higher education.

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.

The Business, Culinary Arts, and Hospitality Management Division helps students attain the knowledge and skills required for today's in-demand career industries such as accounting, business, culinary arts, baking and pastry, hospitality management, and other business-related fields. The Culinary Arts Institute (CAI) is located in Journal Square and was founded in 1983. 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. Our state-of-the-art facility contains twelve labs that includes food preparation kitchens, bakeshops, dining rooms, a bar, ice carving lab, hospitality suite, and Foundation Subscription Dining Room. Students completing their externship hours participate in the Foundation Subscription Dining Series, which produces scholarship revenue for the college.

HCCC is the largest culinary educational facility in New Jersey, with five full-time faculty in addition to adjunct faculty, who bring work and entrepreneurial experience from a variety of venues: Helmsley Hotel, Waldorf Astoria Hotel, Tribeca Grille, Rainbow Room, Russian Tea Room, Choc au Pain, Balthazar Bakery, and many other well-known establishment throughout the tri-state area.

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 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.

Hudson County Community College 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-day, 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.

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 Associate Dean of Business, Culinary Arts and Hospitality Management, the Instructor of Table Service is responsible for teaching 12 credits per semester and participate in Division activities such as curriculum development and academic advisement; and contribute to the College community through committee work and other activities.

KEY RESPONSIBILITIES:

- Use a multitude of strategies to create a learning environment that fully embraces and promotes diversity, equity, and inclusion in the classroom.
- Develop and utilize audio-visual aids and other instructional media which contribute to effective teaching.
- Advise and mentor students in support of the College's mission.
- Assist in course and program assessment.
- Integrate Open Educational Resources (OER), computer-assisted instruction, laboratories and library/learning resources into classroom instruction.
- Prepare and distribute to students and submit to the Associate Dean an outline for each assigned course section indicating the course description and requirements, textbook(s) and supplementary materials, assignments, test dates, and grading and attendance policies.
- Maintain a record of student attendance and grade roster for each assigned course section. Submit midterm and final grade rosters and attendance records to the Associate Dean and Registrar on required dates.
- Maintain office hours at times appropriate for both day and evening students.
- Refer to the Division counselor, students in assigned classes who miss two consecutive sessions. Maintain ongoing contact with academic support services personnel and refer students for tutoring, organized study groups, and counseling as appropriate.
- Resolve, with the assistance of the Associate Dean or program coordinator, any student issues that arise.
- Assist the Associate Dean and program coordinators with the preparation of course schedules, development and/or review of curricula.
- Assist with accreditation activities, articulation with upper division institutions and advisory committees as appropriate.
- Participate in Division, College-wide meetings, committees and professional development activities.
- Participate in the process of shared governance by contributing to the academic community through committee work.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Culinary Arts, Baking and Pastry, Hospitality Management, or closely related field.
- Minimum 5 years teaching experience and 5 years of food service industry experience.
- Demonstrated ability to interact with a culturally diverse population and effectively and respectfully function and communicate within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Possess a record of or the potential for securing external funding.
- Demonstrated understanding of the role of assessment in course and program development.
- Demonstrated experience using instructional technology in classroom and online adaptations, and a willingness to adopt new and emerging technologies.
- Strong interpersonal and oral/written communication skills.

PREFERRED QUALIFICATIONS:

Master's Degree in related field.

TO APPLY:

Send a letter of application, resume, salary requirements and names/contact information of three professional references to resumes@hccc.edu copying smoise@hccc.edu. Applications are encouraged by April 20, 2022 and will continue to be considered until the position is filled.