

VACANCY NOTIFICATION

Posting Date: June 2020

Temporary Full-Time Instructor – Environmental Science

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college with three campuses located just minutes from Manhattan in Jersey City, Secaucus, and Union City, New Jersey. The Journal Square campus sits in the center of Jersey City, next to a major PATH station and transportation hub, while the North Hudson Campus in Union City sits adjacent to a vital light rail station; the Secaucus campus has abundant parking.

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. HCCC was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with a series of New Jersey Business & Industry Association's Good Neighbor Awards: 2009 for the Culinary Conference Center, 2012 for the North Hudson Campus, and 2015 for the award-winning Gabert Library. In 2017, the College acquired the CarePoint School of Nursing (formerly Christ Hospital School of Nursing) and has since transitioned it to the fully accredited HCCC School of Nursing, with its students performing among the highest in New Jersey on their NCLEX exams. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in its student success work. The Culinary Arts Institute is continually recognized as one of the finest in the nation.

Science, Technology, Engineering, and Math (STEM) is a signature program for the College. The STEM Division is housed in a new state-of-the-art 70,000 square-foot STEM Building, with floors dedicated to Mathematics; Geology and Environmental Studies; Physics, Engineering and Electrical Engineering; Biology, Microbiology and Histology; and Chemistry. Each of the top five floors house lecture halls, classrooms, science labs, prep rooms, clean rooms, dirty rooms, STEM computer labs and stations, conference rooms, breakout rooms, suites of administrative and faculty offices, and student lounges.

The Department of Science Technology Engineering and Math (STEM) at Hudson County Community College invites applications for a temporary full-time position within the College's STEM Division commencing Fall 2020.

Responsibilities include:

Under the general supervision of the Associate Dean of Science Technology Engineering and Mathematics, the instructor of Environmental Sciences is responsible for teaching 15 credits per semester in Environmental Sciences (all college levels), participating in division activities such as curriculum development and academic advisement, and contributing to the College community through committee work or other extracurricular activities. This is a full-time, ten-month position.

The successful candidate will demonstrate an understanding of the mission of an urban community college and be able to teach students from diverse academic, socioeconomic, cultural, and ethnic backgrounds. Candidates must demonstrate knowledge of educational technology, outcomes assessment, and have strong interpersonal and communication skills.

Major Position Responsibilities:

- Teach 15 credits per semester of Environmental Sciences courses.

- Use a multitude of strategies to create a learning environment that fully embraces and promotes diversity and equity in the classroom.
- Develop and utilize audio-visual aids and other instructional media which might contribute to effective teaching.
- Assist in course and program assessment across the division.
- Integrate as appropriate: open education resources (OER), computer-assisted instruction, laboratories, word-processing and library/learning resources into classroom instruction.
- Prepare and distribute to students and submit to the division dean at the beginning of each semester 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. Faculty must adhere to the official course syllabi provided by the division when preparing such course outlines.
- 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 division dean and the 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 division dean, any student problems that arise regarding Environmental Sciences courses.
- Assist the division dean and program coordinators with the preparation for course schedules, development and/or review of curriculum, selection of textbooks and other related academic duties such as conducting peer reviews.
- Assist with accreditation activities, articulation with upper division institutions and advisory committees as appropriate for the division.
- Participate in professional development activities including faculty orientation scheduled at the beginning of each semester
- Participate in division and college-wide meetings committees
- Represent the division and/or college at meetings and community events as requested.

Position Qualifications:

A Master's degree in Environmental Sciences, Geology, or Sustainability and Environmental Studies, or Ecology, from an accredited institution of higher education, as well as a minimum of one-year teaching experience (preferably at the community college level). Experience in Distance Education is preferred.

Finalists will be required to submit official transcripts and/or a WES Evaluation and provide a teaching demonstration.

TO APPLY:

Send a cover letter, resume, and a list of three professional references to Daisy Baiza at dbaiza@hccc.edu

Department of Human Resources
70 Sip Avenue, Jersey City, NJ 07306

For additional information and employment opportunities at HCCC, please visit:
www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

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

Take Survey