



**Associate Dean, Humanities and Social Sciences**

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, NJ. Fully accredited by 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 Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

The College seeks an experienced full-time **ASSOCIATE DEAN OF HUMANITIES AND SOCIAL SCIENCES**. Reporting to the Dean Instruction, provides leadership for the overall operations, daily activities, and faculty of the Humanities and Social Sciences Division in support of the College's mission statement, program policies and procedures, and in accordance with established goals and objectives, policies, and procedures of the Academic Affairs Division. Oversight for the division at the main campus and at North Hudson Campus on a rotational basis. The associate dean provides supervision, orientation, in-service- training, and mentoring to division faculty and staff. Experience and success in developing and launching new programs required.

**Requirements:** Minimum of a Master's degree in one of the disciplines represented in the division required with a minimum of three years of experience in program management, design, implementation, assessment, and administration. Ability to think conceptually, develop and implement policies and procedures, and make administrative/procedural decisions and judgments required. Superior verbal and written communication skills, interpersonal skills, and negotiation skills required. Minimum of three years of experience teaching in an open access community college required. Experience working with a culturally diverse college population is highly desirable. Proficiency with various computer software programs including Microsoft Office suite, including Access and Excel. The use of a higher education software platform (Ellucian Colleague) required.

**Preferred:** Preferred experience in distance education course delivery. Proficiency with various computer software programs, assessment software such as WEAVE, and the use of Ellucian-Colleague or similar higher education platform.

**To Apply:** Send letter of application, resume, salary requirements and names/contact information of three professional references.

Department of Human Resources  
81 Sip Avenue, Mezzanine Level  
Jersey City, NJ 07306  
E-mail: [Resumes@hccc.edu](mailto:Resumes@hccc.edu)  
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit:  
[www.njherc.org](http://www.njherc.org), [www.higheredjobs.com](http://www.higheredjobs.com) and [www.latinosinhighered.com](http://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**