



VACANCY NOTIFICATION

Revised: June 8, 2016

Executive Director of the Center for Online Learning

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 is seeking a full-time Executive Director of the Center for Online Learning who will report directly to the Dean of Non-Traditional Programs. The Executive Director of Online Learning is a leadership position responsible for the implementation and maintenance of the HCCC online programs, including strategic planning, budget preparation, staff management, course review, and assessment. The Executive Director is the central administrator for the implementation and training for fully online, hybrid and web enhanced course instruction at the College and also serves as the primary liaison to other online course providers who provide credit and non-credit courses to HCCC students. Master's degree in Education and/or Educational Technology required or a web/instructional design, or closely-related academic discipline. Minimum of three years' experience with academic technology, instructional design and online instruction; working knowledge of HTML, web editing applications, Blackboard and other learning management systems (LMS). Familiarity with emerging technologies required, including MOOCS. Three to five years of experience teaching in higher education, including online course instruction. Three years supervisory experience required. Ability to work well in a diverse community of non-traditional learners. Exceptional communication (verbal and written) and consultation skills required. This is an on-site position at the Jersey City, NJ campus with the ability to work off hours and weekends as necessary, to meet the needs of the College.

TO APPLY: Send a letter of application, resume, salary requirements and names/contact information of three professional references to:

Via USPS: Hudson County Community College
Department of Human Resources
81 Sip Avenue - Mezzanine Level
Jersey City, NJ 07306

Via Email: Resumes@hccc.edu

Via Fax: 201-714-2509

For additional information about the College, please visit www.hccc.edu. Employment opportunities at Hudson County Community College may be obtained at 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