



**HUDSON
COUNTY**
COMMUNITY COLLEGE
VACANCY NOTIFICATION
Posting Date: August 3, 2017

College Lecturer - Business

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 currently searching for a College Lecturer in Business. Reporting to the Associate Dean of Business, Culinary, and Hospitality Management. The College Lecturer is a full-time thirty-five (35) hour per week, twelve month (12) confidential, professional educator position.

The full-time lecturer position responsibilities include but are not limited to the following:

- May be required to teach up to 18 credits per semester of day, weekend, and/or evening classes in the calendar year. Teaching may be performed at either college location (Jersey City or Union City) or online. May be required to teach summer courses up to 6 credits. Maintain appropriate office hours for students.
- Perform designated assessment duties including course-level student learning outcomes assessment through WEAVE Online.
- Participate in program promotion, enrollment-related events, registration, and student orientation
- Participate in the life of the college through committee work and special assignments. Participate in ongoing professional development through attendance at appropriate conferences, workshops and colloquia.
- Provide advisement for a cohort of students as may be appropriate. Serve as Web Page Liaison for the Business Department.
- Serve as a point person for relevant communications to and from the testing center and tutorial services.
- Under the direct supervision of the Division Dean, will coordinate activities related to business internships.
- Serve as point person for relations and communications between CBI and the Academic Business Division. Serve as point person for career counseling for die Business Division.

The successful candidate will demonstrate an understanding of the mission of an urban community college and have experience working with a culturally diverse community. Demonstrable knowledge of pedagogical technology, strong interpersonal and communication skills. Demonstrated ability to provide diverse teaching methods to different learning styles. Must be able to teach students from diverse academics, socioeconomic, cultural, and ethnic backgrounds.

Requirements: Minimum of a Master's degree in Business or closely related field from a regionally accredited institution of higher education, as well as a minimum of three years of work in the field. Finalists will be required to submit official transcripts and to provide a teaching demonstration.

Preferred: Experience in distance education. Proficiency with various computer software programs, assessment software such as WEAVE, and the use of Ellucian-Colleague or similar higher education platform. 1-3 years of college-level teaching is preferred for all full-time lecturers at HCCC.

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
Fax: (201) 714-2509

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