



Director of Health Related Programs

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.

IV: Position Description

Under the supervision of the Associate Dean of Nursing & Health Sciences, the Director of Health Related Programs provides leadership for the existing cooperative and joint degree programs and other emerging health-related programs. Specific duties include working with the directors of the affiliated hospitals/schools to ensure effective coordination of classes, student registration and advisory and other program related committees; preparing course schedules; supervising adjunct faculty as assigned; providing academic advisement for students; assisting in new program and curriculum development. Evaluation, accreditation and transfer articulation; serving as a liaison for community health-related agencies; and contributing to the college community through committee work or other related extracurricular activities.

V: Major Position Responsibilities

1. Work in close collaboration with the directors of the Colleges, Schools and Hospitals to ensure efficient and effective implementation, coordination and communication among the institutions. In accordance with the Memoranda of Understanding. Coordinate meetings of the Paramedic Science Program Oversight Administrative and OTA Advisory Committees.
2. Convene, where appropriate, and maintain records of meetings, disseminate information and other related activities.
3. Work with the appropriate HCCC departments to develop/implement procedures to ensure the prompt processing of admissions, testing, registration, transcripts, grade reports, graduation applications, invoices for tuition/fees and transmission of relevant information and documents.
4. Work with the Associate Dean to prepare the schedule of classes, secure room assignments and other instructional facilities.
5. Assist with academic advisement, registration, recruitment and publicity for the programs; also with student job placement.
6. Monitor laboratories and/or equipment associated with the programs in cooperation with staff assigned to the labs.

7. Assist in the preparation of program reviews, new program proposals, accreditation reports and articulation agreements with upper division institutions to facilitate transfer of graduates and with high schools to facilitate tech-prep or school-to-careers partnerships. Coordinate program activities in accordance with the NJ Board of Nursing and the National League of Nursing.
8. Participate in division and college-wide meetings and committees.
9. Participate in professional development activities including the college-wide faculty orientation meeting and college service day scheduled at the start of each semester.
10. Prepare annual program status reports outlining achievements and plans
11. Represent the college at meetings and community events as requested.

Requirements:

- Master's degree from an accredited institution in health and/or wellness related fields.
- Minimum of five years teaching and administrative experience in a higher education (preferably community college) or hospital-based health education program.
- Ability to work effectively with joint-programs and HCCC administrators, faculty, staff, students and community health agencies.
- Well-developed communications, computer and information literacy skills.
- Understanding of and commitment to the role of a comprehensive community college in an urban, multi-cultural setting.

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.

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