



## **HUDSON COUNTY COMMUNITY COLLEGE**

### **VACANCY NOTIFICATION**

**Posting Date: March 13, 2020**

#### **Associate Dean of English and ESL**

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 is a caring community college dedicated to equity and excellence in programs and services.

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. Also, in 2017 the College was ranked in the Top 10 of the New Jersey Colleges and Universities for Social Mobility. In 2019, the College joined The Achieving the Dream network 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. HCCC's academic support services have earned multiple awards.

Reporting to the Associate Vice President for Academic Affairs, the Associate Dean of English and ESL will oversee and direct the overall day-to-day operations, daily activities, staff and faculty of the English and ESL Department and programs. He/she will support the College's mission statement and act in accordance with established goals and objectives, policies and procedures of the Academic Affairs Division. The Associate Dean will also define, develop, implement and monitor effective student-centered policies and procedures that support the goals and objectives of English and ESL programs. He/she will be able to conceptualize, then initiate and implement strategies to enhance the division's current and changing program offerings within a diverse and multi-cultural community. He/she will ensure excellence within the course curriculum, instruction, and assessment through the recruitment, appointment, evaluation, reappointment, and professional development of outstanding full and part-time faculty. Provide support for the development of grants and their implementation. In addition, develop, recommend, and monitor the annual program budget. Serve as an active member of various internal and external committees that carry out the work of the college and division mission. Develop and maintain appropriate and equitable support services to improve retention and outcomes for all levels of learners.

#### **Requirements:**

Master's degree (or higher) in English, TESOL, Bilingual Education, Linguistics or a closely related area; a minimum of three years teaching Developmental English, English or ESL in higher education (preferably community college) or related training experience. Five years of relevant administrative experience including

experience with student success initiatives. Ability to work with appropriate higher education software. Understanding of the role of a comprehensive community college in an urban, multicultural setting.

**TO APPLY:** Address letter of application, resume and salary requirements including three references to:

Ms. Pegah Sorour, Administrative Assistant  
Office of the Associate Vice President for Academic Affairs  
71 Sip Avenue, 6<sup>th</sup> floor  
Jersey City, NJ 07306

E-mail: [psorour@hccc.edu](mailto:psorour@hccc.edu)  
cc copy: [pnaik@hccc.edu](mailto:pnaik@hccc.edu)

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

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