



**Position Vacancy Notice**  
Director of Human Resources  
(Posting date: March 6, 2020)

**College Overview**

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 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' (AACCC) 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. In 2019, the College joined Achieving the Dream 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.

**Position Summary**

Reporting to and assisting the Vice President for Human Resources, the Director of Human Resources oversees the development, implementation, supervision, and evaluation of all programs, activities, policies, and services provided and supported by the Office of Human Resources. Serving as the prime point of contact for conducting Employee Relations and Title IX investigations at the College, the Director of Human Resources will be responsible for the implementation and administration of personnel policies, practices, programs, and transactions of the College. The Director of Human Resources also administers the performance management and appraisal process and training, assists with labor relations, contractual compliance, related inquiry and investigations; and serves as the designated Title IX investigator for employees at the College at all sites and campus locations.

**Minimum Qualifications**

Bachelor's degree in a relevant area of specialization and four (4) years of relevant experience in Human Resources. Excellent interpersonal, analytical, and oral/written communication skills. Must have strong management and communication skills. Formal training and experience with a thorough knowledge of Title IX and EEO/AA procedures and guidelines. Experience with labor relations and contract negotiations is required. Demonstrated ability to interact with a culturally diverse population and to effectively and respectfully function and communicate within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.

**Preferred Qualifications**

- Master's Degree in a related field (e.g., psychology, social work, law, criminal justice)
- Experience conducting investigations relating to Title IX and/or sexual assault/sexual violence
- Experience conducting investigations alleging discrimination or harassment based on protected class status
- Knowledge of applicable regulatory requirements, laws, and guidelines (e.g., Title IX, Title VII, FERPA, Campus Sexual Violence Act (SaVE Act), the Violence Against Women Act (VAWA), Clery Act, etc.)

- Prior experience in an institution of higher education

### **Essential Responsibilities and Competencies**

- Conduct Employee Relations and Title IX Investigations. Review complaints of sexual misconduct, sexual harassment, gender-related violence, including stalking and intimate partner violence. Investigate complaints alleging discrimination or harassment based on protected class status, allegations of violations of other related College policies outlining expectations of conduct of faculty and staff, and retaliation. Fact finding which results in an unbiased written report with relevant supporting materials.
- Provide ongoing support in the orientation and development of all College employees. Responsible for overall performance management activities including the employee performance review process. Collaborate with the Office of Faculty and Staff Development, managers and employees to identify opportunities for professional, managerial and leadership development. Develop and facilitate workshops and make presentations as required.
- Assist the support of effective labor relations and labor contract compliance. Counsel employees regarding problems and/or grievances and take action to correct them where possible. Make recommendations to the Vice President for Human Resources concerning employee disciplinary issues. Coordinate the resolution of such matters with managers and/or union representatives as appropriate.
- Represent the College at grievance, arbitration, worker's compensation and unemployment insurance hearings.
- Coordinate and participate in ongoing Title IX and/or EO/AA training to maintain up-to-date knowledge of best practices, regulatory, legal and compliance requirements.
- Work collaboratively with diverse constituents; demonstrate effective conflict resolution/de-escalation skills and the ability to determine mutually acceptable solutions for difficult problems with competing interests; assists with conflict mediation and resolution, modeling collegiality, fairness and confidentiality.
- Manage multiple projects and meet deadlines; planning, prioritizing and problem-solving.
- Assume other related duties as required and/or directed by the Vice President for Human Resources.

### **Applications**

For full consideration please send resume, cover letter, salary expectations, and a list of three professional references to [resumes@hccc.edu](mailto:resumes@hccc.edu)

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**

**Take Survey**