

VACANCY NOTIFICATION

Associate Dean, Business, Culinary Arts and Hospitality Management

Reports To: Vice President for Academic Affairs



THE OPPORTUNITY

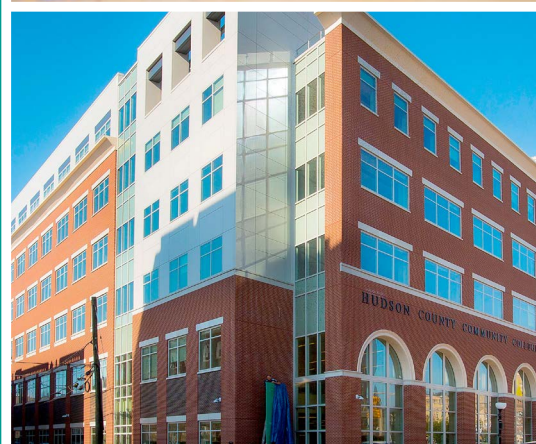
Hudson County Community College (HCCC) seeks an Associate Dean for Business, Culinary Arts and Hospitality Management to join its award-winning and nationally recognized institution. This is an exciting time to be part of the HCCC community. The College recently launched its 2021-24 Strategic Plan, the culmination of which will align with the College's 50th anniversary in 2024. The College was recently recognized by the Association of Community College Trustees as the recipient of the 2021 ACCT Northeast Region Equity Award. HCCC has recently been named as one of 101 recipients of the Higher Education Excellence in Diversity (HEED) Award. A national honor recognizing U.S. colleges and universities that demonstrate an outstanding commitment to diversity and inclusion. Reporting to the Vice President for Academic Affairs, the Associate Dean will work collaboratively with Vice Presidents, other administrators, faculty, and staff to advance academic excellence through the use of innovative instructional technology and achieve the appropriate balance between in person and online learning. The Associate Dean will have a passion for serving students and feels strongly about the role that community colleges play in advancing social and economic mobility for students. The Associate Dean will be a passionate advocate for access to higher education, particularly for first-generation and immigrant students. The ideal candidate will preferably have considerable experience working at an urban community college. The successful candidate will also possess intellectual curiosity, a commitment to teamwork, and a genuine desire to serve the HCCC community. As a visible presence and anchor in the community, HCCC plays a vital role in the Hudson County educational and workforce ecosystems. The Associate Dean is expected to participate in and contribute to the educational, workforce, and cultural ecosystems of Hudson County and to the overall life of the College.

OVERVIEW

Hudson County Community College (HCCC) serves one of the most ethnically diverse and densely populated communities in the United States. The College is a vibrant, urban institution of higher education whose mission is to provide its diverse communities with inclusive, high-quality educational programs and services that promote student success and upward social and economic mobility.

HCCC's student body is diverse and accomplished. More than 90% of HCCC's students receive scholarships, grants, and loans to finance their education, and the College's extensive financial aid program helps connect students with the resources they need. To date, the College's Foundation has raised over \$3.5 million for student scholarships, and HCCC ranks first in the state of New Jersey for its award of Community College Opportunity Grant funds. About half of its more than 12,000 credit students identify as Hispanic, and more than 33% of all students were born outside of the U.S. In 2021, HCCC had two students selected from a national applicant pool to receive the prestigious Jack Kent Cooke Foundation's Undergraduate Transfer Scholarship.

Hudson County Community College has three campuses. The largest campus is located at the heart of Jersey City's Journal Square, which is approximately 20 minutes from New York City. The College also has a North Hudson Campus, located in Union City, New Jersey and an additional location at the Hudson County Schools of Technology in Secaucus, New Jersey. The College offers 70 degree and certificate programs and more than 300 daytime, evening, and weekend courses throughout its three-campus network. HCCC offers 9 fully online degree programs and expects this number to grow in the coming year. In addition to its degree programs and courses, HCCC offers a wide array of non-credit classes and programs designed to develop professional skills, provide occupational training, teach languages and culinary skills, and enrich personal and cultural knowledge.





Hudson County Community College is committed to delivering high-quality educational experiences. HCCC is a member of the Achieving the Dream network of community colleges. Achieving the Dream is a national reform network of high-performing community colleges that are focused on leveraging data-informed best practices to promote equitable outcomes.

The College boasts several signature programs, including a nationally recognized Culinary Arts Institute and a Nursing Program. The College's Culinary Arts Institute is one of only three programs in the New York Metropolitan region to hold accreditation from the Accrediting Commission of the American Culinary Federation Education Foundation. The Culinary Arts Institute features state-of-the-art facilities and a hands-on program that prepares students for a range of careers in the hospitality industry. Graduates of HCCC's Nursing Program consistently pass the licensure exam in large numbers. The College recently announced the dedication of the Bloomberg Finance Lab, which provides students with real-world experience to prepare them for employment in banks, corporations, and government agencies. The Division of Humanities and Social Sciences offers a distinctive Associate of Fine Arts degree program with options in Studio and Computer Art. Throughout their time at HCCC, Fine Arts students participate in many opportunities offered through the Department of Cultural Affairs. HCCC's Fine Arts faculty exhibit their work nationally and internationally and have received awards from The New Jersey State Council on the Arts Fellowship and the Guggenheim Fellowship and have been recognized with the 2020 ACCT Northeast Faculty Member Award. The Division of Humanities and Social Sciences also offers an Early Childhood Education program, which is one of the largest programs offered at the College, and currently has over 200 students enrolled.

The College also supports students' educational experiences outside of the classroom. The College's Center for Academic and Student Success, award-winning Abigail Douglas Johnson Academic Support Services Center, and Office of Mental Health Counseling and Wellness assist students in outlining their academic, career, and personal journeys.

A leader in workforce development, HCCC hosted The Aspen Institute's Workforce Leadership Academy, which was the first to be offered in partnership with a community college. The Hudson County Workforce Leadership Academy was funded through a combination of public and private donors that included JPMorgan Chase, The Harry and Jeanette Weinberg Foundation, The W.K. Kellogg Foundation, the County of Hudson, the LeFrak Family, and Mack-Cali.

THE ROLE

Under the supervision of the Vice President for Academic Affairs, the Associate Dean leads the Division of Business, Culinary Arts and Hospitality Management and is responsible for the quality and integrity of academic programs; managing the human and fiscal resources and academic programs; and is an advocate for student and faculty learning and teaching opportunities, as well as supporting the professional development of staff. The Division is comprised of seven tenured faculty, eight majors, five programs, eight certificates and serves over 1200 students.

KEY RESPONSIBILITIES

- Provides support for the development of grants and participates in the proposal-writing process to ensure adequate levels of program funding and to aid in the development of new program offerings.
- Oversee instruction and daily services to degree, certificate, and transfer students enrolled in Business, Hospitality Management, Accounting, Baking & Pastry, and Culinary Arts disciplines.
- Establish and maintain partnerships with high schools for Early College and transfer to other local institutions of higher education.
- Defines, develops, implements, and monitors effective policies and procedures that support the goals and objectives of the Business, Culinary Arts, and Hospitality Management program. Initiates



and implements ideas to enhance the program's current and changing programs offered within a diverse and multi-cultural community.

- Oversees and directs the ongoing activities of the Business, Culinary Arts, and Hospitality Management programs to ensure the efficiency and effectiveness of overall operations:
 - Designs, develops, implements, administers, and assesses current and new program curriculum to ensure the provision of quality education and to meet the changing needs of students;
 - Participates in the development of articulation agreements with institutions to facilitate transfer of graduates and with high schools to facilitate tech-prep partnerships and the effective transfer of students to the College;
 - In conjunction with faculty, coordinates the selection and ordering of textbooks and related equipment and materials necessary for completion of the program's coursework.
- Ensures excellence of course curriculum and instruction through the recruitment, appointment, reappointment, and professional development of faculty:
 - Locates, recommends, and follows through on the hiring of faculty who meet the teaching standards established by the College. Operating within established Human Resources Department policies and procedures, performs advertising, resume screening, interviewing, and hiring of faculty to meet program demands;
 - Provides supervision, orientation and mentoring to full-time and tenure track faculty. Conducts faculty in-class observations to assess teaching performance, obtains student evaluations, provide feedback and counseling, create developmental action plans, and determine and provide opportunity for tenure and career growth. Recommends individuals for promotion, tenure, sabbatical, disciplinary action, termination, and/or non-renewal of employment.

REQUIRED QUALIFICATIONS

- Master's degree in one or more of the programs in areas of responsibility.
- Five years teaching experience.
- Relevant administrative experience in curricula/course development, review and implementation, and oversight of faculty and staff.
- Minimum of five years experience in program management, design, implementation, assessment, and administration.
- Knowledge of budgeting development and fiscal management.
- Effective verbal and written communication skills, interpersonal skills, influence and negotiation skills.
- Computer proficiency utilizing Ellucian Colleague or similar higher education platform to inform data-driven decision making.
- Knowledge of the community college mission and an awareness and understanding of the needs of underrepresented students

TO APPLY:

Send a letter of application, resume, salary requirements and names/contact information of three professional references to resumes@hccc.edu, copying lguastini@hccc.edu. Applications are encouraged by October 11, 2021, and will continue to be considered until the position is filled.