



Hudson County Community College invites applications for the position of **VICE PRESIDENT FOR HUMAN RESOURCES**

Hudson County Community College, just minutes from Manhattan with two state-of-the-art campuses in Jersey City and Union City, New Jersey, is an award-winning, comprehensive urban community college. The Jersey City Campus is located in Journal Square, in the shadows of the Statue of Liberty, and adjacent to a major subway station and transportation hub, while the North Hudson Campus in Union City is located adjacent to a vital light rail station.

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 ethnically diverse and densely populated areas of the United States.

HCCC enrolls approximately 15,000 credit and non-credit students annually. Students were born in 119 different countries and speak 29 different languages. The College's student body reflects the demographics of Hudson County, with 55% Hispanic, 8% Asian, 14% African American, and 12% Caucasian students. The College is a designated Hispanic-Serving Institution.

In 2017 the Equality of Opportunity Project ranked HCCC in the top 5% of 2,200 U.S. higher education institutions for social mobility. The College offers more than 60 degree and certificate programs, including nationally acclaimed ESL, Culinary Arts and Hospitality Management, Nursing, and STEM programs. The Culinary Arts program is ranked number eight in the United States. With 94% of graduates passing the NCLEX first time out, the HCCC Nursing program is among the highest performing two- and four-year programs in the nation.

The College has been recognized with regional and national awards, including the American Association of Community College Awards of Excellence for Advancing Diversity, Student Success, and Exemplary CEO/Board Relationships; Association of Community College Trustees Equity, Chief Executive, and Professional Board Staff Member Awards; Association of College and Research Libraries Excellence in Academic Libraries Award (the only NJ institution ever to be so honored); National Tutoring Association Excellence Award; and New Jersey Business & Industry Association Good Neighbor Awards, among others.

HCCC employs over 1,000 faculty and staff including 440 full- and part-time faculty. Faculty and staff are represented by the Professional Association, Support Staff Federation, Academic Administrators Association, and Adjunct Faculty Federation.

Since 2008, HCCC has undergone a capital expansion of over \$200 million, and the College now owns more than 12 state-of-the-art facilities it has constructed and/or fully renovated.





JOB DESCRIPTION:

Reporting to the President, the Vice President for Human Resources is responsible for the design, development, implementation, and administration of personnel policies, practices, programs, and transactions of the College, including external regulatory compliance; faculty and staff recruitment; employment classification; performance management; wage and salary administration; benefits management; labor relations; negotiations; and contract maintenance, among other responsibilities. The Vice President serves as a resource and advisor to management in personnel, employee, and labor relations. This is a new position that provides college-wide leadership as a member of the President’s Cabinet and President’s Executive Council.

JOB REQUIREMENTS:

- Bachelor’s degree in Human Resource Management or a related field is required; master’s degree preferred.
- At least 7 years of progressively responsible experience in Human Resource Management.
- Thorough knowledge of all applicable federal/state laws, statutes, and regulations.
- Strong management and communication skills; experience with Benefits Administration; knowledge of and experience with the development and management of HRIS; thorough knowledge of Title IX and EEO/AA procedures and guidelines.
- Demonstrated expertise in project planning, development, and implementation.
- Documented knowledge of the principles and practices of effective Human Resource Management and a variety of leadership models.
- Understanding of applicable employment and labor laws, and of benefits programs and plans.
- Effective skill and experience in managing the leadership demands of senior level management.
- Exceptional written/verbal, presentation and listening skills.
- Experience with labor relations, contract negotiations, and the ability to interact with a culturally diverse population is helpful.

TO APPLY: Send a letter of application, resume, salary requirements, and names/contact information of three professional references to:

Via USPS:

Hudson County Community College
Office of the President
70 Sip Avenue
Jersey City, NJ 07306

Via Email:

joakley@hccc.edu

Review of applications will begin on October 19 and will continue until an appointment is made. Salary and comprehensive benefits are competitive.

For additional information about the College, please visit www.hccc.edu. Employment opportunities at Hudson County Community College may be obtained at 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.

