

CCM JOB OPPORTUNITY

Human Resources Department * Henderson Hall * (973) 328-5037

Please find the Job Opportunity Posting and Job Description at www3.ccm.edu/spider

March 6, 2020

**Assistant Chairperson
Languages & ESL Department**

The Department of Languages & ESL is now accepting nominations for the position of Assistant Chairperson. The duties and responsibilities of this position include assisting the chairperson in the overall management of the department and its programs. These activities include, but are not limited to: hiring and evaluating adjunct faculty, developing curriculum, managing the Language Lab, representing programs at college and community events, presiding over faculty meetings in the chair's absence, and administering outcomes assessments. Candidates must have or qualify for a full-time faculty appointment within the School of Liberal Arts. The successful candidate should also have strong communication, organization, and problem-solving skills. Finally, the candidate will have an interest in languages and cultures. A full job description, as well as details on release time and stipend, can be found in the Association of Academic Chairs and Assistant Chairs (ACAC) contract:

<https://www.ccm.edu/wp/content/uploads/pdf/facstaff/contracts/ACAC.pdf>.

The position reports to the Dean of Liberal Arts. Interested candidates should send a brief letter of nomination (or self-nomination) and resume to Dean Margaret Ball, mball@ccm.edu. Review of candidates will begin on March 23rd and continue until the position is filled.

CCM is committed to excellence through diversity, and as such, we encourage applications from all people, including members of ethnic/racial minorities, from veterans, and from people with disabilities.

EQUAL OPPORTUNITYEMPLOYER
County College of Morris
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Title IX, Section 504 and Americans with Disabilities Act Compliance: County College of Morris does not discriminate because of protected classification under Federal and State law in its employment practices or educational programs. Inquiries regarding compliance with federal or state antidiscrimination laws may be directed to the Affirmative Action Officer, Ms. Vivyen J. Ray, 973-328-5039 or tburk@ccm.edu.