

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

May 19, 2023

**Assistant Department Chairperson
Department of English and Communications**

The Department of English and Communications is now accepting nominations for the position of Assistant Department Chairperson. The preferred candidate provides sound academic management and leadership relative to all faculty and staff in the department, including providing support to ensure that all policies and procedures contained in college contracts, college handbook, and/or those stipulated by the Office of the Vice President of Academic Affairs are enforced. Candidates will be responsible for providing support in the areas of: evaluation and recruitment of faculty, preparation of academic teaching schedules, managing outcome assessment activities, and promoting programs within the department. 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. 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>

This position reports to the Dean of Liberal Arts. Interested candidates should send a resume and a letter of interest to the Office of the Dean, LiberalArts@ccm.edu. Please submit materials by June 9, 2023 for full consideration.

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
214 Center Grove Road
Randolph, NJ 07869**

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.