



Department of  
**ADMINISTRATIVE SERVICES**  
Job Postings



**MIDDLESEX COMMUNITY COLLEGE**  
**JOB OPPORTUNITY**  
**ACADEMIC DIVISION DIRECTOR**  
**(Community College Professional 21) - Full-Time, 12-month, Tenure Track**  
**Projected Start Date – July 2017**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public  
**Location:** Middletown, CT  
**Hours:** **35 hours per week**  
**Salary:** \$80,933 with excellent medical insurance, retirement and related fringe benefits.  
**Closing Date:** April 21, 2017

**Knowledge, Skills and Abilities:** The Academic Division Director manages an academic division including the design and development of courses and curricula and the direction of assigned faculty and staff in teaching and administering instructional programs. Under the direct leadership of the Dean of Academic Affairs, the Academic Division Director recommends employment of full and part-time faculty in the School of Allied Health, Business and STEM; evaluates faculty and staff in accordance with Board policy; and, provides leadership in the development of curricula, program evaluation and assessment, instructional techniques, faculty development, and academic/career advising. The Academic Division Director serves as liaison with faculty, staff, students, and administrative personnel; develops course offerings and class schedules each semester; and, understands and promotes the goals of community colleges and developing and maintaining active support for the Division's academic and applied programs among employers, community leaders and accrediting bodies. S/he prepares reports, budgets, and grant requests; attends academic and student related activities; and serves on System and College committees. S/he transmits information on decisions of the Board, the President and the Deans to faculty in the School; oversees the disbursement of budget and grant funds; and, performs other tasks related to his/her area of competency as assigned.

**General Experience:** Master's degree in an academic discipline closely related to the Division's areas of instruction or in a field closely related to administration of higher education, together with four or more years of teaching in higher education and/or academic administration in an institution of higher learning including two years of supervisory experience.

**Special Experience:** Minimum of three years teaching experience in higher education, preferably within one of the disciplines represented in the School of Allied Health, Business, and STEM (Science, Technology, Engineering and Mathematics). Preference will be given to candidates with four or more years of higher education teaching experience. Incumbents are required to have demonstrated advanced knowledge and abilities in academic curriculum design, course and syllabi development and of appropriate and effective teaching materials and methods; classroom and laboratory teaching effectiveness; research methodology and in evaluation of academic program effectiveness; leading and directing human resources in a higher education environment; management of operating budgets and plans; strong information technology literacy skills; effective oral and written communications.

**Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

**Working Conditions:** Incumbents perform most of their work in offices or classrooms. There is minimal physical exertion required. Incumbents travel to meetings, conferences and to public sites for making personal presentations, involving travel by automobile or public conveyance. Incumbents are required to be licensed to operate a private passenger automobile or to arrange for alternate transportation.

**Application Instructions:** Email letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), to: [MX-HR-Recruitment@mxcc.commnet.edu](mailto:MX-HR-Recruitment@mxcc.commnet.edu); OR, mail to:

Noreen Wilson, Administrative Assistant  
Human Resources  
Middlesex Community College  
100 Training Hill Road  
Middletown, CT 06457

For more information about Middlesex Community College please visit our website, [www.mxcc.edu](http://www.mxcc.edu)

**MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER; M/F PR  
OTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, [amaslin@mxcc.edu](mailto:amaslin@mxcc.edu); 860-343-5759 or Queen Fordham, Secondary Title IX Coordinator, [qfordham@mxcc.edu](mailto:qfordham@mxcc.edu), 203-608-3011.