

MIDDLESEX COUNTY COLLEGE
2600 WOODBRIDGE AVENUE
P.O. BOX 3050
EDISON, NEW JERSEY 08818

SPECIAL QUOTE # 10211 – ADVERTISING
SPECIFICATIONS

Model Questionnaire

1. Middlesex County College is a two year college located in Central New Jersey. Positions become available each week in such professions as teaching, administration, maintenance, clerical, and police. Positions may be permanent/temporary, union/non-union, and/or full time/part time. Dollars spent on advertising costs must be kept to a minimum.
2. Attached are four (4) job opportunities which would be faxed to you. These job opportunities are placed on the College's web page. Assume that all are dated May 1, 2015 and that each has a deadline date for applying by May 20, 2015. Each announcement contains information such as job title, principal responsibilities, qualifications, salary, etc. Review each position and complete the following:
 - a. Prepare a recommended ad for each position. Include whatever information you think should be listed. Delete any information that, in your opinion, is not necessary. Advise of any discrepancies.
 - b. Identify the most logical advertising source you would recommend for each position, how long you would run the ad, and provide a copy of the ad that you design.
 - c. Indicate the total cost to run each ad in the source or sources that you have selected, or if you recommend combining positions into one ad.
3. Provide information to the following questions:
 - a. Insert your fax number: _____
 - b. E-mail Address: _____
 - c. Do you provide final print copies of the positions that are to be advertised for final proofing and approval? When?
 - d. Do you have the ability to bill separately for each ad? Do you provide copies of the ads with invoices?
 - e. If there is an error in the advertisement by your firm, what is the reduced cost of the advertisement?

- f. List three educational institutions that used your services for job advertisements within the last two years. Include name, phone number, and address of each institution. Indicate how long you have worked with each group and summarize the types of ads placed.
- g. Why should Middlesex County College select you/your agency to provide advertising services from July 1, 2015 through June 30, 2016?
- h. Can you provide a definite cost of the ad prior to running it?
- i. Please list the latest time and day of the week that we can submit a job opportunity to be run in several Sunday papers.
- j. Please submit written information on the most efficient way to increase minority recruitment for professional positions while keeping costs in mind. Indicate if the cost justifies the results with statistical information, if available.
- k. Indicate the most challenging problem in recruitment efforts over the next two years.
- l. Do you utilize any other media source aside from newspapers and publications?
- m. Do you seek "best deals" from all newspapers and other publications? (i.e. less costly rates for multiple insertions)

THE AWARD AND COMMISSION RATE
SHALL INCLUDE THE FOLLOWING SERVICES
TO THE COLLEGE HUMAN RESOURCES OFFICE:

1. Changes in terminology of job announcements with College approval.
2. Researches appropriate ad placement.
3. Lay-out work.
4. Provides final costs for ad placements prior to publication.
5. Recommends new sources of publication.
6. Supplies information on deadlines for ad placements with various media.
7. Provides artwork / logos (mechanical work).
8. Insures compliance with affirmative action and equal employment.
9. Verifies that all ads appear as scheduled.
10. Reviews ads and makes appropriate credits for errors.
11. Has a fax to expedite certain ads.
12. Reviews deadline dates and publication dates for accuracy.
13. When necessary, provides "rush" jobs.
14. Bills separately for each ad placed in each newspaper.

SELECTION PROCESS

1. Responses to this RFP will be reviewed by the Human Resources Division and the Purchasing Department. Interviews may be conducted as necessary.
2. A recommendation is expected to be made to the Board of Trustees for their final approval of the selected firm at their monthly meeting in June.

Proposals will be evaluated on the basis of the most advantageous price and other factors considered. The evaluation will consider the following criteria:

1. **Qualifications:** The professional and technical expertise and capabilities of the firm's staff and any other consultants used to supplement the staff as related to the requirements of this project.
2. **Experience:** The history of the successful completion of projects with similar scope and requirements of this project.
3. **Staff:** Sufficient professional and support staff in place to successfully complete this project in an efficient and timely manner.
4. **Fee and proposal:** Compliance with all requirements of the RFP. Fees will be evaluated in a cost model based on the unit prices provided in the proposal.

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MIDDLESEX COUNTY COLLEGE
invites applications for the position of:

Dean of Professional Studies

SALARY: \$104,300.00 /Year
OPENING DATE: 03/19/15
CLOSING DATE: 04/06/15 11:59 PM

DESCRIPTION:

Unit: Administrative – Grade Level 10
 Department/
 Division: Professional Studies
 Reports To: Vice President, Academic and Student Affairs

PRINCIPAL RESPONSIBILITIES:

1. Provides leadership for planning, developing and accessing educational programs within the Division. Ensures that programs and services meet the educational needs of students.
2. Supervises and evaluates a staff of professional and support personnel, as needed in accordance with applicable College policies and labor agreements, and provides opportunities for their training and professional growth. Fosters a climate that supports diversity in the recruitment and retention of faculty and staff.
3. Participates on committees including those that develop the College’s strategic plan, is a member of Deans’ Council and conducts regular meetings with department chairs, faculty and advisory committees.
4. Ensures effective communication and decision-making with departments in the Division.
5. Participates in grant writing efforts.
6. Establishes plans and communicates needs for facilities and/or renovation of facilities.
7. Plans, implements and monitors division and department operating and capital budgets and recommends adoption of same to the Vice President for

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Academic and Student Affairs.

8. Provides effective services for students within the Division and actively participates in college-wide recruitment and retention activities.
9. Ensures the development of short- and long-range enrollment plans for the Division and with the campus. In collaboration with the Registrar's Office and the department chairs, oversees the course schedule each semester so that it meets the needs of students.
10. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Earned doctorate
- A significant and progressively broad record of academic administrative experience, preferably as a dean, assistant dean or department chair in a community college
- Five years teaching experience preferably at the community college level
- Demonstrated experience in the development and implementation of new programs, articulation, and affiliation agreements
- Experience in and/or commitment to shared governance
- Industry work experience a plus
- Experience with current assessment practices, with emphasis on student learning outcomes and program reviews
- Experience in working in a unionized environment

SUPPLEMENTAL INFORMATION:

Retirement Plan: Pension eligible

Any new employee hired by Middlesex County College after September 1, 2011 must comply with New Jersey residency requirements.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #M8-15
http://www.middlesexcc.edu/HR						DEAN OF PROFESSIONAL STUDIES
2600 Edison, NJ 07032	Woodbridge	Avenue, NJ	PO	Box	3050 08818-3050 906-2522	LC



MIDDLESEX COUNTY COLLEGE
invites applications for the position of:

Instructor-Accounting

SALARY:	\$59,851.00 /Year
OPENING DATE:	03/19/15
CLOSING DATE:	04/02/15 11:59 PM

DESCRIPTION:

Full-Time Tenure Track Opportunity

Unit: AFT

Department: Accounting, Business and Legal Studies

Reports To: Chair, Accounting, Business and Legal Studies Department

PRINCIPAL RESPONSIBILITIES

1. Ability to teach a wide variety of accounting courses, including financial and managerial accounting.
2. The position includes a teaching load of 15 contact hours per semester. Related responsibilities include maintaining five office hours per week for student advisement and tutoring, as well as participation in departmental, divisional and college-wide activities.

MINIMUM QUALIFICATIONS:

- Master's degree in Business or Accounting required with relevant coursework in marketing, finance and accounting; Doctorate preferred
- Strong commitment to teaching excellence
- College teaching experience (community college teaching experience preferred)
- Knowledge of the community college mission and vision
- Evidence of effective instructional methods that address a variety of learning

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styles including collaborative techniques

- Evidence of proficiency in incorporating digital technologies in classrooms
- Excellent written, oral and interpersonal skills
- Work related experience in accounting
- Knowledge and ability to integrate current technological applications into our accounting courses

SUPPLEMENTAL INFORMATION:

Retirement Plan: Pension Eligible

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APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #F3-15
http://www2.middlesexcc.edu/HR						INSTRUCTOR-ACCOUNTING
2600	Woodbridge	Avenue,	PO	Box	3050	LC
Edison,		NJ		08818-3050		
(732)				906-2522		

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MIDDLESEX COUNTY COLLEGE
invites applications for the position of:

Mechanic I

SALARY: \$47,854.00 /Year
OPENING DATE: 12/17/14
CLOSING DATE: 01/07/15 11:59 PM

DESCRIPTION:

Title: Mechanic I

Unit: Teamsters

Department: Facilities Maintenance

Reports To: Associate Director, Buildings And Systems

General Description: Complete responsibility for performing skilled work in the repair and inspection of the H.V.A.C. equipment including chillers. Familiar with Schneider Electric controls. Knowledge of electrical and plumbing repairs.

PRINCIPAL RESPONSIBILITIES:

1. Inspects and reports maintenance needs in assigned areas of electrical, plumbing, H.V.A.C., boiler, fire alarm and time clock systems.
2. Inspects and reports maintenance needs of building systems, campus utilities and all physical structures in the College.
3. Maintains and repairs electrical, mechanical/plumbing systems, fixtures or equipment.
4. Reads and interprets plans, diagrams, blueprints, manuals and codes in order to make decisions for action.
5. Estimates materials to complete a maintenance task and furnish the

information to the Supervisor.

6. Maintains and provides information for preventive maintenance records.

7. Performs minor carpentry and painting work in the repair/construction/renovation of facilities, furniture and fixtures. Performs minor landscape construction and grounds maintenance.

8. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent
- 5 years' verifiable experience in industrial and commercial HVAC equipment repairs, installations and preventative maintenance
- Electrical experience in controls required
- Universal Certification for refrigerants required
- Must be able to analyze and solve HVAC, electrical and plumbing problems as they arise
- Technical school training highly desirable
- Lock Out/Tag Out certification and OSHA certifications desirable

SUPPLEMENTAL INFORMATION:

Schedule: Monday - Friday
8:00 a.m. to 4:30 p.m.

Retirement Plan: P.E.R.S.

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APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #T10-14
http://www2.middlesexcc.edu/HR						MECHANIC I
2600	Woodbridge	Avenue,	PO	Box	3050	LC
Edison,		NJ		08818-3050		
(732)				906-2522		



MIDDLESEX COUNTY COLLEGE
invites applications for the position of:

Administrative Assistant, CEO Services

SALARY:	\$39,578.00 /Year
OPENING DATE:	12/10/14
CLOSING DATE:	12/24/14 11:59 PM

DESCRIPTION:

Title: Administrative Assistant

Unit: Confidential – Level C

Department: CEO Services

Reports To: Vice President, Institutional Advancement and Executive Director
Of Labor and Human Resources

PRINCIPAL RESPONSIBILITIES:

1. Provide Administrative support to the VP and Executive Director including distributing mail, coordinating calendars, organize meetings, filing, written correspondence, and assist with events.
2. Assist students, faculty, staff and visitors with respect to College policies and departmental/divisional activities and makes appropriate referrals
3. Responsible for coordinating department/divisional activities and/or projects from inception through completion. Prepares forms and distributes to division/department staff.
4. Ability to multi task and work independently while maintaining confidentiality.
5. Coordinate special projects in accordance with the union contracts, prepare ad hoc reports. Review and process faculty waivers in accordance with AFT

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contract.

6. Maintain all files and labor contracts and working knowledge of union contracts. Updates spreadsheets and contract information as assigned
7. Compile information and support monthly HR Board Report for the Board of Trustees meeting.
8. Provide back-up documentation for all payroll and board items for director's review.
9. Maintain working relationships with union representatives and attorneys, answer inquiries. Provides information to external agencies.
10. Assist other Administrative Assistants with phones and inquiries and requests in their absence. Operate all available office equipment
11. Create and manage personnel files for assigned positions.
12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Associate's degree required
- Three – five years' experience working in a busy office setting. Preferably in an academic environment and/or Human Resources department
- Must have strong MS Office skills using word, excel and power point
- Excellent customer relations and communications skills including verbal and written ability to deal positively with a diverse population
- Experience using college database - Colleague preferred

SUPPLEMENTAL INFORMATION:

Schedule: Monday – Friday
8:30 a.m. to 4:30 p.m.

Retirement Plan: P.E.R.S.

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APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #C1-14
http://www2.middlesexcc.edu/HR						ADMINISTRATIVE ASSISTANT, CEO SERVICES
2600 Edison, (732)	Woodbridge	Avenue, NJ	PO	Box 08818-3050 906-2522	3050	LC

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