



**Part-time Coordinator/Advisor  
(Maximum 24 hours/week)**

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by 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 historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

Hudson County Community College, is searching for a **part-time Coordinator/Advisor for Disability Support Services**. Disability Support Services is part of the Center for Academic & Student Success and provides students with integrated services including academic advisement, counseling and transfer services.

Under the supervision of the Director of Advisement and Counseling, the part-time Coordinator/Advisor will provide academic advising and counseling to students with disabilities, while advocating on their behalf to ensure the institution's compliance with federal, state and local regulations, such as Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA). The Coordinator/Advisor will assist students and families with the process of registering with the office to receive services and implementing approved reasonable accommodations. In an effort to promote student success, this person will also explore the needs of this population and implement additional specialized support services. The position is primarily for the North Hudson Campus in Union City, but the candidate must be willing to travel to the Main Campus in Jersey City for training and to provide coverage in the absence of the full-time Coordinator/Counselor. The Coordinator/Advisor will also perform all general advising duties by providing academic advisement and related support services to the general population of students to foster academic, professional, occupational, and personal growth.

**Requirements:** Master's degree in rehabilitation counseling, special education, counseling, social work, or closely related field. Experience working with students with various disabilities in an educational setting is required. Demonstrated knowledge of Section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act (ADA), and other relevant federal, state and local regulations pertaining to higher education and disability. Ability to handle confidential disability related documentation and records according to federal and state laws. Must possess strong problem solving abilities and excellent interpersonal skills. Experience presenting to groups such as students, faculty, staff and/or community stakeholders. Proficiency with various computer software programs including Microsoft Office suite, Ellucian-Colleague (formerly Datatel) or similar higher education platform. Ability to speak Arabic or Spanish preferred but not required.

**To Apply:** Send letter of application, resumé, salary requirements and names/contact information of three professional references.

Department of **Advisement and Counseling**

Attn: Yvette Ramos  
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For additional information and employment opportunities at HCCC, please visit:  
[www.njherc.org](http://www.njherc.org), [www.higheredjobs.com](http://www.higheredjobs.com) and [www.latinosinhighered.com](http://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**