



Part-Time 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 Advisor for Advisement and Counseling**. Advisement and Counseling 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 Director of Advisement and Counseling, the Advisor will to promote student success in support of the College's, as well as the department's, mission and goals. Advisors provide students with academic advising and major exploration assistance, while playing in integral role in the registration process. Advisors support the department in the planning and execution of college events such as the major exploration and college transfer fairs. Advisors also provide office coverage in the absence of full-time Counselors.

Requirements: Minimum of Bachelor's degree required in Counseling, Psychology, Student Personnel, Higher Education or related field required. Excellent verbal and written communication skills and interpersonal skills required. Experience working with a culturally and socioeconomically diverse student population highly desirable. 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, www.higheredjobs.com and 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