



**HUDSON
COUNTY
COMMUNITY COLLEGE**
VACANCY NOTIFICATION
Posting Date: July 3 2017

Student Development Associate

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.

The College is currently searching for an experienced full-time **STUDENT DEVELOPMENT ASSOCIATE**. Reporting to the Executive Director of the North Hudson Campus, the Student Development Associate is responsible for providing academic, student services and program information to prospective students and the general public. Additional duties include but are not limited to: assisting students in completing and processing forms and records required by the College; assisting students in planning, creating and implementing a course schedule that is compatible with their goals and with the requirements of the intended academic program; proctor placement tests as needed; assure confidentiality of test results and directly work with the support staff and provide input to their evaluation. In addition, the Student Development Associate participates in special projects as assigned, and proactively tracks status of work in progress; independently initiates necessary follow-up action to ensure adherence to established project timeframes; and effectively collaborates with others to contribute to the project completion.

Requirements: Bachelor's Degree required, Master's Degree in Student Development, counseling or a related field preferred. Three years related experience. Superior communication, interpersonal skills and organizational abilities. Demonstrated problem solving and conflict resolution ability. Computer literate with strong knowledge of Microsoft Office Suite including Access, Excel and experience with Ellucian (formally Datatel) Colleague or similar higher education platform required. Familiarity with state and federal regulations regarding financial aid and student records.

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

Department of Human Resources
81 Sip Avenue, Mezzanine Level
Jersey City, NJ 07306
E-mail: Resumes@hccc.edu
Fax: (201) 714-2509

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