TRANSFER STUDENT COORDINATOR/RECRUITER

Hudson County Community College, a fast-growing mid-sized urban community college, is searching for a full-time Transfer Student Coordinator/Recruiter.

Under the supervision of the Director of Admissions, the Transfer Student Coordinator/Recruiter is responsible for processing college transcripts of transfer students. Works closely with divisional deans to ensure the evaluation process remains expeditious. Communicate with students on the process and facilitate enrollment. Supports recruitment-related activities. Effectively communicates with, and provides assistance and support to, prospective, new and existing students, academic deans and program coordinators, and representatives from other institutions. Communicates with HCCC stakeholders on updates and changes. Represents the College to current and prospective students, guidance counselors, and external constituencies. Projects a positive self-image of professionalism, appearance, confidentiality, courtesy, conduct, honesty, fairness, and personal integrity at all times.

A minimum of a Bachelor’s degree is required with a minimum of three years of related experience in higher and/or public education. Master’s degree preferred with a minimum of one year of related work experience. Good typing/keyboard skills required. Effective verbal and written communication skills, interpersonal skills, and customer service skills required to obtain and provide information in a manner easily understood by others. Proficiency with various computer software programs including Microsoft Office suite including Access and Excel, and experience with Ellucian (formerly Datatel) Colleague or similar higher education platform required. Effective organization, prioritization, multi-tasking, time management skills and a keen attention to detail required. Bilingual ability preferred.

TO APPLY: Send letter of application, resume, salary requirements and three references to:

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

For additional information and employment opportunities at HCCC, please visit:

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