



**HUDSON
COUNTY**
COMMUNITY COLLEGE
VACANCY NOTIFICATION
Posting Date: December 6, 2016

Part-Time Career Development Advisor

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 a part-time Career Development Advisor. Reporting to the Director of Career Development, a career advisor's primary responsibility is to promote student success in support of the College's as well as the department's mission and goals.

Career Advisors encourage students to take the appropriate next steps in regards to career preparation including assisting students with career exploration, resume and cover letter writing and review, interview practice, and job searching strategies in individual and group environments. Advisors will also support the department in the planning and execution of career fairs and other events. Additional responsibilities include but are not limited to managing front desk to schedule student appointments, answering departmental phone to respond to routine office inquiries, and ensuring department visitors are directed to the appropriate person.

Requirements: Minimum of a Bachelor's degree in a related field required. Excellent verbal and written communication skills and interpersonal skills required. Experience working with a culturally diverse college population, preferably in career services, is highly desirable. Must be proficient in Microsoft Office with emphasis on Word, PowerPoint, Access, & Excel. Experience using College Central Network career services management platform or other higher education platform is preferred. Ability to speak Spanish or Arabic preferred but not required.

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

Department of Career Development
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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.

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