



## **VACANCY NOTIFICATION**

**Posting Date: December 8, 2017**

### **PT EOF Recruiter**

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 EOF Recruiter. Reporting to the Assistant Director of the Educational Opportunity Fund (EOF) Program, the Recruiter provides advanced and diversified administrative and recruitment support services to the EOF department. This position supports program recruitment for the summer program and academic year as well as other program initiatives. The PT Recruiter will:

- Visit and coordinate recruitment activities for each feeder high school, and for non-traditional recruitment venues
- Serve as point of contact for prospective students and the community
- Review EOF interest forms and follow up with potential applicants as appropriate
- Review applications and schedule students for EOF interview, in coordination with EOF staff
- Coordinate the planning, organization and implementation of open houses, information sessions, and external activities
- Monitor and maintain budget and other fiscal records
- Utilize creative ideas to improve programs, services, and office operations, especially relevant to recruitment
- Assist EOF staff in preparation of program admission reports
- Perform other duties as assigned

This is a part-time assignment of up to 20 hours per week maximum, depending on departmental needs.

**Requirements:** Bachelor's degree required. A Bachelor's degree in human services, counseling, sociology, education, business or marketing, or a related field is a plus.

Ability to maintain sensitive and confidential data and able to interact positively, professionally, and harmoniously with students, faculty, staff, and external constituents, and have strong interpersonal, written, and verbal communication skills. Must be proficient with various computer software programs such as Microsoft Office Suite including Word, PowerPoint, Access and Excel, the use of Colleague or higher education related data management platform is preferred, as is professional social media experience. Ability to learn new programs/applications quickly.

Demonstrated ability to work independently and coordinate special programs and events with minimal supervision. Must be self-motivated, able to take initiative and use creativity. High level of energy and enthusiasm. Must be

available to travel during peak recruiting times, and provide own transportation. A minimum of 1 to 2 years of effective experience is required.

Experience working with a culturally diverse college population, preferably in an opportunity program, is highly desirable. Bilingual in Spanish and/or Arabic is a plus, but not required.

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

Educational Opportunity Fund Program  
Hudson County Community College  
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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**