



VACANCY NOTIFICATION

ASSITANT DIRECTOR EDUCATIONAL OPPORTUNITY FUND (EOF)

Hudson County Community College is an award-winning, comprehensive urban college with two campuses located just minutes from Manhattan in Jersey City and Union City, NJ. The Journal Square campus sits at the center of Journal Square in the center of Jersey City, next to a major PATH station and transportation hub, while the Union City campus sits adjacent to a vital light rail station.

Fully accredited by the 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 a finalist 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 state-of-the-art, award-winning Glen Gabert Library Building.

The College is currently searching for a full-time Assistant Director of EOF to serve on our team.

Position Summary:

Assists in the management of the daily activities of the College's Educational Opportunity Fund (EOF) office within the Center for Academic & Student Success in support of the College's mission statement and to provide financial grants and academic support services to eligible students.

Essential Responsibilities:

1. In consort with the Director, EOF, implements, administers, monitors, and assesses EOF programs that offer a full range of support services including financial assistance through grants, counseling, academic advising, and supplemental instruction, tutoring services, academic enrichment classes, transfer guidance, and career advisement to eligible students from educationally or economically disadvantaged backgrounds.
2. Assists the Director regarding the ongoing activities of the EOF office to ensure the review, verification, and awarding of EOF financial assistance and support services to eligible students:
 - Assists in the development, implementation, and monitoring of effective departmental policies and procedures that support the goals and objectives of the EOF office and the Student Affairs Division to offer financial assistance and support services to a diverse and multi-cultural community;
 - Follows, observes, and enforces Federal and State financial assistance rules and regulations, rules and regulations defined by the Family Educational Rights and Privacy Act (FERPA), as well as established College policies and procedures to ensure continued office compliance. Operates within EOF program

guidelines as defined by N.J. State funding rules and regulations, EOF program criteria, and established College policies and procedures;

- Actively promotes the role of the EOF program office to students, parents, faculty, and the community. Encourages student involvement and emphasizes the value of program services and support. Strives to increase student enrollment through innovative recruiting plans, advertising, promotional opportunities, program literature, etc. Visits high schools, conducts presentations to students and faculty regarding EOF program, distributes applications, and emphasize the College's commitment to providing educational opportunities and support to eligible students;
 - Performs individual screening of students, determines eligibility for EOF program by EOF program criteria and makes a recommendation for the selection of students for participation in the program. In tandem with Financial Assistance office, performs financial aid counseling, data/income verification, and determines and communicates EOF program award amounts for individual students, etc.
 - Oversees the EOF summer program by recruiting program participants, assists in the hiring of summer program staff, develops and assess academic curriculum, reviews and keeps track of summer program budget, and prepares final summer expenditure report.
3. Throughout program participation, works one-on-one with an assigned caseload of students. Tracks the ongoing progress of all students participating in the program, provides advice and counseling, supports them in maintaining an acceptable level of academic status, and provides assistance in the transfer process to a four-year institution. Interacts with the Center for Academic & Student Success offices to facilitate each student's progression from entry into the program through graduation.
 4. Provides training to EOF Counselors regarding the EOF program to ensure knowledge of current and changing program rules and regulations, eligibility, and student selection criteria, etc.
 5. Develops and coordinates various forums and workshops for students; e.g., parenting skills, peer mentoring, etc. Utilizes assessment tools to assess the needs of the EOF student population to provide services.
 6. Assists in the development and maintenance of various documentation and records. Prepares periodic reports, documents, etc., as required by relevant federal and state rules and regulations and established College policies and procedures. Participates in the preparation of the annual report.
 7. Assists in the development and implementation of process improvement systems to streamline work activities and enhance existing procedures.
 8. In the absence of the Director, performs all duties and responsibilities of the Director. On a daily basis, provides leadership, advice, training, and guidance to staff:
 - Assists in the assessment of staffing need to make recommendations regarding effective hiring decisions. Oversees staff training and recruitment. Recommends the termination of staff, as necessary;
 - Distributes work assignments to staff;
 - Conducts and attends staff meetings to promote a constant flow of information, open discussions, knowledge sharing, and to keep staff well-informed;

- May serve as a liaison with EOF Central Office and EOF program auditors to ensure strict compliance with program criteria and to serve as an information resource throughout audits being conducted;
 - Provides input and recommendations regarding the performance and skill base of all staff;
 - May communicate performance goals, assists in the completion of performance evaluations within established timeframes; may provide feedback, take action on performance improvement plans, and implement necessary disciplinary action, as needed.
9. Effectively collaborates with all staff members of the Student Affairs Division to work towards the achievement of common goals regarding the development, promotion, administration, enhancement, and growth of the complete Division program. Interacts regularly with Admissions, Counseling and Advisement, Bursar Office, and various Academic Affairs Departments staff to facilitate EOF program participation and the student award determination process.
 10. Provides input to the Director regarding the development of the annual department budget. Monitors EOF program budget, operates within established budget constraints, monitors budget allocations, and identifies and resolves budget variances to ensure adherence to the approved annual budget.
 11. Continues to develop professional and management skills through independent research, networking, attending seminars and workshops, etc., to maintain awareness of current and changing trends in education and specific to disciplines in the area of responsibility. Remains knowledgeable of regulatory issues specific to EOF program operations and related administrative activities.
 12. Represents the College to external constituencies, serves on various internal and external committees and projects a positive self-image of professionalism, appearance, confidentiality, courtesy, conduct, honesty, fairness, and personal integrity at all times.
 13. Manages and performs other related activities, as required. Actively participates and manages special projects, as required. Remains flexible and adaptable in work schedules and work assignments as defined by College and departmental needs.

Education & Experience:

Minimum of a Master's degree in Education, Student Personnel Services, or related field required with a minimum of three years of related work experience. Prior supervisory or management experience also preferred.

Special Knowledge, Skills and Abilities:

Knowledge of the principles, methods, and techniques in program management, design, implementation, assessment, and administration required with the ability to plan, organize and manage the operations of related programs and activities. Effective verbal and written communication skills, interpersonal, and customer service skills required to effectively collaborate with prospective, new and existing students, Division Deans, faculty, advisors, counselors, and all levels of employees and management. Computer proficiency also required. An understanding of and commitment to the role of a comprehensive community college in an urban multi-cultural setting also required, with prior experience in working with non-traditional students from diverse cultural and ethnic backgrounds being essential.

To Apply: Send letter of application with references, resume, and salary requirements to:

Hudson County Community College
Human Resources Department
70 Sip Avenue, 3rd Floor
Jersey City, NJ 07306
resumes@hccc.edu

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.

TAKE SURVEY

HCCC IS AN EEO/AA EMPLOYER