HUDSON COUNTY COMMUNITY COLLEGE
VACANCY NOTIFICATION
Posting Date: December 18, 2014

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 New Good Neighbor Awards in 2009 for the Culinary Conference Center and in 2012 for the North Hudson Higher Education Center.

The College is currently searching for an experienced full-time **Assistant Director of Advisement & Counseling (12-Month, Administrative Position)**. Reporting to the Director of Advisement & Counseling, the Assistant Director of Advisement & Counseling assists with the overall operations, daily activities, and staff employed by the Department in support of the College’s mission statement, program policies and procedures, and in accordance with established goals and objectives, policies, and procedures of the Student Affairs Division.

**Responsibilities include but are not limited to:**

- Develops programs and coordinates activities to promote advisement and counseling services offered by the Center.
- Coordinates ongoing activities of Advisement & Counseling to ensure overall operating efficiency while providing maximum support and services to students.
- Ensures the provision of quality academic advising and counseling to students in matters related to registration, course/major selection, and graduation requirements to guide students in their choices affecting academic progress. Collaborates with colleagues to ensure consistency and ongoing communication regarding recruitment, admissions, advising, testing, registration, and counseling of students.
- Develops and coordinates educational programming sponsored by the department.
- Coordinates all aspects of the Faculty Advising Program including the development and implementation of procedures for student caseload assignments to faculty advisors and the assignment of students to best match students’ major to faculty area of expertise.
- Assists with the monitoring of all students on academic probation to ensure maximum support to students in maintaining an acceptable level of academic status in their program of study.
- Assists with the management of support services for students with disabilities to ensure equal accessibility, reasonable accommodations, educational opportunities, and compliance with applicable federal rules and regulations.
- Assists with the development, implementation, and facilitation of an educational workshop series for the benefit of students.
- Teaches College Student Success New Student Seminar.

**Requirements:** Minimum of a Master’s degree in Psychology, Student Personnel, Higher Education or a related field required with a minimum of three years of experience in program management, design, implementation, assessment, and administration preferred. Ability to think conceptually, develop and implement policies and procedures, and make administrative/procedural decisions and judgments required. Superior verbal and written communication skills, interpersonal skills, and negotiation skills required. Experience working with a culturally diverse college population is highly desirable. Proficiency with various computer software programs including Microsoft Office suite including Access and Excel, Ellucian-Colleague (formerly Datatel) or similar higher education platform.

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

Department of Human Resources
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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.*

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