



Position Vacancy Notice

Academic Counselor
(12 Month Administrative Position)
(Posting date: 03/11/2020)

College Overview

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college with three campuses located just minutes from Manhattan in Jersey City, Secaucus, and Union City, New Jersey. The Journal Square campus sits in the center of Jersey City, next to a major PATH station and transportation hub, while the North Hudson Campus in Union City sits adjacent to a vital light rail station; the Secaucus campus has abundant parking.

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. HCCC was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists for the American Association of Community Colleges' (AACCC) Student Success Award, and was presented with a series of New Jersey Business & Industry Association's Good Neighbor Awards: 2009 for the Culinary Conference Center, 2012 for the North Hudson Campus, and 2015 for the award-winning Gabert Library. In 2017, the College acquired the CarePoint School of Nursing (formerly Christ Hospital School of Nursing) and has since transitioned it to the fully-accredited HCCC School of Nursing, with its students performing among the highest in New Jersey on their NCLEX exams. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in its student success work. The Culinary Arts Institute is continually recognized as one of the finest in the nation.

Department/Division

Student Success/Student Affairs

Position Summary

The College is currently searching for a **full-time Academic Counselor**. Reporting to the *Associate Dean of Student Success*. An Academic Counselor promotes student success 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. Academic Counselors provide students with academic advising, major exploration assistance, facilitate educational programming, assist with course registration and teach the Student Success Course required of all new students. Counselors also assist in the execution of the Student Success Plan, which is part of the College's strategic plan.

Minimum Qualifications

Minimum of a Master's degree in Student Personnel, Higher Education or a related field required. Superior verbal and written communication skills, interpersonal skills, and, *customer services* skills required. Experience working with a culturally and socioeconomically diverse student population is highly desirable. Proficiency with various computer software programs including Microsoft Office suite, Ellucian-Colleague (formerly Datatel) or similar higher education platform. Ability to speak Arabic or Spanish is preferred but not required.

Applications

For full consideration please send resume, cover letter, salary expectations and a list of three professional references to Dr. Sheila Dynan at sdynan@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.

HCCC IS AN EEO/AA EMPLOYER

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