Hudson County Community College, a fast-growing mid-sized urban community college, is looking for a **Director of Advisement & Counseling**. Reporting to the Dean of Student Services, the Director of the Advisement & Counseling directs the overall operations, daily activities, and staff employed by the Advisement & Counseling 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.

Position responsibilities include but are not limited to:

- Develops programs and coordinates activities to promote advisement and counseling services offered by the College.
- 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.
- Ensures the continued 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.
- Ensures the provision of short-term personal counseling and crisis intervention, as it relates to academic progress and in accordance with established student referral policies and procedures.
- Ensures the provision of quality career and transfer support services to ease the transfer of students to four-year academic programs or to the career of their choice.
- Ensures 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.
- Ensures 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.
- Directs all aspects of the First Year Experience program and College Student Success course for students. Directs the development, implementation, and facilitation of an educational workshop series for the benefit of students.
- Provides ongoing leadership, training, and supervision to staff.
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. Experience working for an Educational Opportunity Fund or similar program 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, resume, salary requirements and three references to:

Department of Human Resources  
70 Sip Avenue, 3rd Floor  
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](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