INTERNAL VACANCY NOTIFICATION

Posting Date: December 18, 2012

Director of Advisement and Counseling
(12-Month, Administrative Position)

Hudson County Community College, a fast-growing mid-sized urban community college, is searching for a full-time Director of Advisement and Counseling.

POSITION SUMMARY:
Reporting to the Associate Dean for Student Services, the Director is responsible for coordinating the delivery of academic advisement, counseling, career and transfer services to students and supervises the counseling staff. This includes program development, coordination of student caseloads, staff work assignments, maintenance of student records, and ongoing assessment of the services provided by the department. The successful candidate will have a strong understanding of student development theory, the needs of under-prepared student populations, and will be committed to excellent customer service.

QUALIFICATIONS:
Master’s Degree in Counseling, Student Personnel, Education or related field; Experience in higher education/student affairs and academic advisement is a must, preferably at a comprehensive college in an urban, multicultural setting. Working knowledge of computerized Student Information System (SIS); proficiency in Microsoft Office Suite and networking capability; excellent communication and interpersonal skills; knowledge of database software; must possess a sharp mind, excellent organizational skills, and keen decision-making skills. Experience in launching a new facility and concomitant technology preferred. Experience with Ellucian (formerly Datatel) Colleague or similar higher education platform required.

TO APPLY: Send letter of application, resume, salary requirements and three references to:

Department of Human Resources
70 Sip Avenue, Third 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, 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