



## **VACANCY NOTIFICATION**

### **EOF COUNSELOR**

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 EOF Counselor to serve on our team. Reporting to the Director of the Educational Opportunity Fund, the Counselor provides academic and personal counseling (pertaining to academic progress), financial assistance advisement, and related support services to students in the Educational Opportunity Fund (EOF) program to foster academic, professional, occupational, and personal growth in support of the College's mission, program policies and procedures, and in accordance with established goals and objectives, policies, and procedures of the Student Affairs Division.

#### Responsibilities:

1. Provides individual and group academic advising and counseling to assigned caseload of EOF students in matters related to education preferences, choice/change of major, registration, course selection, sequencing and requirements, graduation and transfer requirements, in accordance with EOF's mission and commitment to offer educational opportunities and related support services to eligible students from educationally or economically disadvantaged backgrounds.
2. Maintains a comprehensive knowledge of current and changing academic policies and procedures, academic calendars, college course catalog, developmental education matrices, etc., to ensure the currency of information provided to each student, quality of direction provided to students, and maximum student retention;
3. Regularly monitors the academic progress of assigned EOF students, prompts interaction with students to address academic status and initiate Academic Contract, regularly tracks testing placements, suggests and/or arranges for tutorial services, and supports students in maintaining an acceptable level of academic status in their chosen program of study.
4. In consort with the Director of EOF, develops EOF program recruitment and retention efforts, coordinates related administrative activities, and maintains accurate and complete student and program information for recordkeeping and reporting purposes.
5. Represents the EOF program at student recruitment functions, explains program objectives, interviews prospective students, and encourages participation in the program.
6. Participates in planning, coordinating, and implementing the EOF Summer program.

7. Schedules regular group meetings each semester for caseload of EOF students.
8. Serves as advisor of the Alliance of Educational Opportunity Fund Students of New Jersey (AESNJ).
9. Teaches HCCC's College Student Success (CSS 100) course.
10. Actively participates in campus-wide activities to reinforce and assist in college recruitment, retention and enrollment (e.g., Walk-in registration, Open House, etc.).
11. Participates in program assessment activities, and assists in completing state reports related to the processing of EOF students and/or to the evaluation of program services.
12. Attend all other appropriate regularly scheduled staff meetings within the EOF program.
13. Participate in planning and/or implementing programs and activities concerning academic, social and vocational needs of EOF students.
14. Serves as EOF program representative on the EOF Community Advisory Board.
15. Assumes other related duties/responsibilities as delegated or assigned by the EOF Director.

**Requirements:** Minimum of a Master's degree in Psychology, Student Personnel, Higher Education or a related field. 3 years' experience working in higher education. Ability to think conceptually, develop and implement policies and procedures, and make administrative/procedural decisions and judgments. Superior verbal and written communication skills, interpersonal skills, and negotiation skills. Experience counseling or advising a culturally diverse college population. Knowledge of FERPA regulations.

**Preferences:** Background with the Educational Opportunity Fund (EOF) or other academic support programs. Proficiency with various computer software programs including Microsoft Office suite including Access and Excel, Ellucian-Colleague (formerly Datatel) or similar higher education platform. Professional social media experience. Bilingual in Arabic and/or Spanish is preferred but not required.

To Apply: Send letter of application, resume, salary requirements and names/contact information of three professional references to:

Hudson County Community College  
Human Resources Department  
70 Sip Avenue, 3<sup>rd</sup> Floor  
Jersey City, NJ 07306  
[resumes@hccc.edu](mailto:resumes@hccc.edu)

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**

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