



Position Vacancy Notice
FT Counselor
(Posting date: 01/08/2021)
For Internal Candidates Only

College Overview

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college serving one of the most historic and ethnically diverse areas of the United States. HCCC has three campuses located just minutes from Manhattan: the Journal Square campus in Jersey City and North Hudson Campus in Union City are adjacent to vital transportation hubs; the Secaucus campus has abundant parking.

Fully accredited by the Middle States Commission on Higher Education, HCCC serves more than 18,000 credit and non-credit students annually. The College offers more than 60 degree and certificate programs, including award-winning English as a Second Language, STEM (Science, Technology, Engineering and Mathematics), Culinary Arts/Hospitality Management, Nursing and Health Sciences, and Fine and Performing Arts. The HCCC Culinary/Hospitality Management program was ranked number six in the U.S. by Best Choice Schools. Over 94% of HCCC Nursing program graduates passed the NCLEX first time out, placing the program's graduates in the top tier of two- and four-year nursing programs nationwide. In 2017, the Equality of Opportunity Project ranked HCCC in the top 5% of 2,200 U.S. higher education institutions for social mobility. In 2019, the College joined Achieving the Dream as part of its expanding efforts towards continuous improvement in ensuring student success.

HCCC has partnerships with every major four-year college and university in the greater New Jersey-New York area and beyond, accommodating seamless transfer of credits for further undergraduate and graduate education.

The College has been recognized with numerous national and state awards for excellence in student success programming, diversity and equity, educational innovativeness, facilities design, and communications from the Association of Community College Trustees, American Association of Community Colleges, Association of College and Research Libraries, National College Learning Association, National Council of Teachers of English, College Advertising Awards, New Jersey Business & Industry Association, and others.

Hudson County Community College is proud of its culture of care and invites applications from those wishing to join a community dedicated to promoting student success in all its forms.

Department/Division Introduction

Position Summary/Job Description

Reporting to the Director of Advisement & Counseling, a 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. 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.

Required/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 negotiation 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 or similar higher education platform.

Preferred Qualifications

Ability to speak Arabic or Spanish preferred but not required.

Closing Date of Applications

January 20, 2021

Review of applications to begin

January 25, 2021

Applications

For full consideration please send a resume, cover letter, salary expectations, and a list of three professional references to:

Yvette Ramos,
CASS Division Secretary
yramos@hccc.edu

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 equal opportunity and affirmative action employer. We are committed to ensuring a diverse and inclusive learning and working environment. Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Women, veterans and minorities are encouraged to apply.

Take Survey