



## **VACANCY NOTIFICATION**

### **PART TIME CAREER ADVISOR (2 POSITIONS)**

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' (AACCC) 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.

Hudson County Community College is looking for a Part Time Career Advisor to guide current students and alumni on their career paths. Career Services believes everyone deserves purposeful work in which one feels productive and prospers. Our mission is to unite HCCC students with the local Jersey economy to develop their competency in career exploration, career placement and career advancement.

#### **What you'll do:**

- Administer assessments to help students uncover and explore their strengths, challenges, interests, skills and values.
- Guide students in long and short term goal planning to overcome barriers to employment and achieve their dreams.
- Provide academic advising to align educational choices with career planning.
- Coach students how to search for and apply to jobs, develop a resume and cover letter, and interview with a thank you follow up to secure employment opportunities.
- Liaise with business partners for career fairs, recruitment opportunities and other events.
- Partner with academic divisions to identify career paths that support students' majors and interests to create external opportunities such as internships and volunteer roles.
- Market Career Development services via social media, bulletins, classroom presentations and other forms of advertising.
- Document all services to inform departmental strategy and goals.
- Other responsibilities as assigned to increase student reach and college retention.

#### **What you'll need to succeed:**

- **Bachelor's degree** is required for the position. Bi-lingual preferred (Spanish / Arabic languages).
- **Active Listening Skills:** HCCC supports a diverse and traditionally underserved student body. It is important that you balance having a supportive ear with the ability to identify needs so students realize their goals.
- **Engagement Skills:** A major challenge in any community college is recruitment and retention of students. Career Services supports HCCC's overall vision to be a "first-choice option" for our

community. To do so, we need you to attract students and hold their attention through career development.

- **Flexibility:** Career Services strives to be agile and flex to the evolving needs of students and changes in the labor market. We want you if you can thrive in environments that change.
- **Strategic Thinking:** Career Services is a culture of continuous improvement. Your thoughtful attention to program challenges, contribution of ideas and participation in goal planning is significant to our growth and achievement.

**What you'll get in return:**

We view this part time role as a stepping stone on your own career journey. This opportunity shapes a wide range of skills and will expose you to multiple opportunities. Just as we do for students, the Director of Career Services will support you on your unique career exploration and advancement.

**How to apply:**

Please email your resume and cover letter to  
Victoria Marino, Director of Career Services  
vmarino@hccc.edu

**In your cover letter, please answer the following questions:**

- What is a favorite experience you've had in which you positively influenced someone's life?
  - What is important to you to learn or experience in a Career Advisor role?

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**