



VACANCY NOTIFICATION

STUDENT SUCCESS COACH (Secaucus Center)

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 Student Success Coach to serve on our team for at the Secaucus Center. Reporting directly to the Executive Director, the Student Success Coach serves as the main point of contact for professional educational support services and assistance to all students and prospective students at the Center. The Student Success Coach will also collaborate with students, parents, school counselors and other school personnel to ensure a superior level of quality client service from enrollment to graduation. Those services will include but are not limited to offering accurate information to prospective students and the general public on courses, programs and services offered by HCCC; Providing admission and registration services to students, including dual-enrollment high school students in the LEAP Program and records required by the College.

QUALIFICATIONS:

Master's Degree in Student Development, counseling or a related field required. Minimum of one year of related work experience. Effective organizational, process-management, and oral and written communication skills required. Demonstrated problem solving and conflict resolution ability. Knowledge of various computer software programs and the use of Ellucian-Colleague or similar higher education platform and experience with on-line programs required. Familiarity with state and federal regulations regarding financial aid and student records. An understanding of a commitment to the role of a comprehensive community college in an urban multi-cultural setting also required and prior experience working with non-traditional students from diverse cultural and ethnic backgrounds are essential.

To Apply: Send letter of application with references, resume, and salary requirements via email to:

Student Success Coach of Secaucus Center Vacancy

E-mail: SSC_Secaucus@hccc.edu

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

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