



VACANCY NOTIFICATION

Posting Date: July 23, 2018

Director of the Educational Opportunity Fund (EOF)

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. 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 one of just five finalists in the U.S. 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 Conference Center; in 2012 for the North Hudson Campus Project; and in 2015 for the Gabert Library.

The College is currently searching for a **Director of the Educational Opportunity Fund (EOF)**. Reporting to the Assistant Dean of Student Services, position responsibilities include, but are not limited to the following: directs the overall operations, daily activities, and staff employed by the Educational Opportunity Fund in support of the College's mission statement, program policies and procedures, and in accordance with established goals and objectives, policies, and procedures of both the Education Opportunity Fund and Student and Educational Services Division. Responsible for all aspects of the program including the direction of a comprehensive student support program, the development and assessment of program goals and objectives, mandatory NJ State reporting, budget management, assessment of student learning outcomes and the supervision of professional staff.

Minimum of a Master's degree in Psychology, Student Personnel, Higher Education or a related field required with a minimum of five years of experience in program/budget management, design, implementation, assessment, and administration preferred. Ability to think conceptually, develop and implement policies and procedures, and make administrative/procedural decisions and judgments required. Superior verbal and written communication skills, interpersonal skills, and negotiation skills required. Experience working for an Educational Opportunity Fund or similar program is highly desirable. Superior oral and written communications and interpersonal skills are required. Experience working with a culturally diverse community is highly desirable. Proficiency with various computer software programs and the use of Ellucian-Colleague (formerly Datatel) or similar higher education platform is preferred.

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

Via USPS: Hudson County Community College
Department of Human Resources
70 Sip Avenue – Third Floor
Jersey City, NJ 07306

Via Email: Resumes@hccc.edu

Via Fax: 201-714-2509

Additional information about the College please go to www.hccc.edu and employment opportunities at Hudson County Community College may be obtained at 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