



**Director of Career Development
(12-Month, Administrative Position)**

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 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 Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

Hudson County Community College, a fast-growing mid-sized urban community college, is looking for a **Director of Career Development**. Reporting to the Assistant Dean of Student Services, the Director of Career Development directs the overall operations, daily activities, and staff employed by the Career Development Department 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.

Position responsibilities include but are not limited to:

- Coordinates the implementation and maintenance of systems and procedures to continually improve career counseling services and support provided to students. Provides career advising, counseling, and related support services to students to help them understand their abilities, talents, interests, and personality characteristics in order to develop realistic academic and career options.
- Develops and maintains effective relationships with various businesses to develop career opportunities for students.
- Coordinates logistics of career/job fairs, designs and conducts various workshops to help students identify personal areas of Interest, write and critique resumes, access job opportunities online, help students locate suitable job opportunities, etc.
- Develops and updates all information regarding career development on both the college websites and Intranet. Promotes the services and programs offered to students both internally on campus and to external partners.
- Provides ongoing direction and supervision to career counselor and additional assigned staff.
- Provides academic advising and counseling to students in matters related to registration, course/major selection, and graduation requirements in accordance with College's commitment to offer educational opportunities and related support services to a diverse and multi-cultural student population.
- Develops and maintains all print and electronic publications and information pertaining to career services and updates when necessary.
- Assesses all aspects of the career development program and recommends procedural and programmatic changes when necessary.
- Actively participates In the First Year Experience Program, New Student Orientation and Registration to provide information, advice, guidance, and/or clarification to students, parents, etc., regarding career and academic counseling goals, objectives, and services offered.

Position Requirements: Minimum of a Master's degree in Psychology, Student Personnel, Higher Education or a related field required with a minimum of three years of experience in program 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 with a culturally diverse college population is highly desirable. Proficiency with various computer software programs including Microsoft Office suite including Access and Excel, Ellucian-Colleague (formerly Datatell) or similar higher education platform.

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

Department of Human Resources
70 Sip Avenue, 3rd Floor
Jersey City, NJ 07306
E-mail: Resumes@hccc.edu
Fax: (201) 714-2509

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