VACANCY NOTIFICATION

Posting Date: November 11, 2013

Hudson County Community College, a fast-growing mid-sized urban community college, is looking for a **FULL-TIME ADMISSIONS RECRUITER**. Reporting to the Director of Admissions, the Admissions Recruiter will be responsible for contributing to the College’s enrollment services area; management of a sector recruitment program; planning and implementing routine and special activities; and evaluating all transfer credits from other colleges. The Admissions Recruiter will participate in all aspects of the admissions process (recruitment, travel and interviewing), along with special assignments. Some evening and Saturday hours are required.

A minimum of a Bachelor’s degree and a minimum of two years of experience in a college admissions environment required. Knowledge of college admissions standards and recruitment objectives and principles required with the ability to plan, organize, and implement related programs and activities. Effective verbal and written communication skills, interpersonal, and customer service skills required to effectively collaborate with prospective, new and existing students, and all levels of employees and management. Computer proficiency and knowledge of automated admissions and student information systems is desired. Prior experience in working with non-traditional students from diverse cultural and ethnic backgrounds and bilingual ability preferred. Proficiency with various computer software programs and the use of Ellucian (formerly Datatel) and Business Objects or other higher education software preferred.

**TO APPLY:** Send letter of application, resume, salary requirements and three references to:

Department of Human Resources
70 Sip Avenue, Third 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