



**Associate Dean of Student Success
(12-Month, Administrative Position)**

Hudson County Community College is an award-winning, comprehensive urban college with two campuses 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 state-of the art, award-winning Library Building.

Reporting to the Dean of Student Services, **the Associate Dean of Student Success** will provide dynamic leadership to the areas of Advisement, Counseling, Disability Support Services, Transfer Services and Career Services. The Associate Dean will be well-versed in programs and initiatives that help significantly improve outcomes for all students and will be a key leader in HCCC's full implementation of Guided Pathways. The Associate Dean of Student Success will integrate diverse resources and technologies, collaborate with college constituents, and will foster an organizational climate that promotes diversity, encourages innovation, and provides effective leadership to staff and students. This is an exciting opportunity for an experienced and forward-thinking higher education professional to join an award-winning college in a highly collaborative environment that encourages creativity and innovation, and is committed to student success.

Position responsibilities Include but are not limited to:

- Develops programs and coordinates activities to promote advisement and counseling services offered by the College
- Provides dynamic leadership in the continued implementation of Guided Pathways within the Division of Student & Educational Services
- Uses data to help inform retention initiatives, and better understand student performance and behavior
- Ensures quality academic advising and counseling to students in matters related to registration, course/major selection, and graduation
- Supervises Advisement and Counseling Staff, and Career Services Director

- Works in collaboration with the Executive Director of the North Hudson Campus to ensure high quality services and programs are offered to the students enrolled there
- Provides ongoing leadership, training, and supervision to staff

Requirements: 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 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 Datatel) or similar higher education platform.

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

Department of Human Resources
81 Sip Avenue
Mezzanine Level
Jersey City, NJ 07306
E-mail: Resumes@hccc.edu
Fax: (201) 714-2509

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