



VACANCY NOTIFICATION – INTERNAL ONLY

Posting Date: October 3, 2018

**Part-Time Advisor
(Maximum 24 hours/week)**

Hudson County Community College, a fast-growing mid-sized urban community college, is searching for a **part-time Advisor for Advisement and Counseling**. Advisement and Counseling Services is part of the Center for Academic & Student Success and provides students with integrated services including academic advisement, counseling and transfer services.

Under the supervision of Associate Dean of Student Success, the Advisor will promote student success in support of the College's, as well as the department's, mission and goals. The Advisor provide students with academic advising and major exploration assistance, while playing an integral role in the registration process. Advisors support the department in the planning and execution of college events such as the major exploration and college transfer fairs. Advisors also provide office coverage in the absence of full-time counselors.

Requirements: Minimum of a Bachelor's degree required in Counseling, Psychology, Student Personnel, Higher Education or related field required. Excellent verbal and written communication skills and interpersonal skills required. Experience working with a culturally and socioeconomically diverse student population is highly desirable. Proficiency with various computer software programs including Microsoft Office suite, Ellucian-Colleague (formerly Datatel) or similar higher education platform. Ability to speak Arabic or Spanish preferred but not required.

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

Department of Advisement and Counseling

Attn: Yvette Ramos
70 Sip Avenue, 2nd Floor
Jersey City, NJ 07306
Email: yramos@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.

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