



**HUDSON
COUNTY
COMMUNITY COLLEGE**
VACANCY NOTIFICATION
Posting Date: May 24, 2018
Revised Date: July 16, 2018

**Counselor – 2 Positions
(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.

The College is looking for a **full-time Counselor**. Reporting to the Director of Advisement & Counseling, a Counselor promotes student success 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. Counselors provide students with academic advising, major exploration assistance, facilitate educational programming, assist with course registration and teach the Student Success Course required of all new students. Counselors also assist in the execution of the Student Success Plan, which is part of the College's strategic plan.

Requirements: Minimum of a Master's degree in Counseling, Student Personnel, Higher Education or a related field required. Superior verbal and written communication skills, interpersonal skills, and negotiation 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, resume, salary requirements and names/contact information of three professional references.

Department of Human Resources
81 Sip Avenue, Mezzanine Level
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