VACANCY NOTIFICATION
Posting Date: October 9, 2015

Career Development Counselor

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 the 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 New Good Neighbor Awards in 2009 for the Culinary Conference Center and in 2012 for the North Hudson Higher Education Center.

The College is currently searching for a full-time Career Development Counselor. Reporting to the Acting Director of Career Development, the Career Development Counselor’s primary responsibility is to promote student success in support of the College’s, as well as the department’s, mission and goals. The Career Development Counselor encourages students to take the appropriate next steps in regards to career preparation including assisting students with career exploration, resume and cover letter writing and review, interview practice, and job searching strategies. The counselor will actively engage with employers and organizations to build new relationships to strengthen networking, internship, and employment opportunities for students and graduates. Additionally, the individual in this role will develop and conduct workshops and presentations, and assist with the planning and execution of career fairs and other events. Additional responsibilities include scheduling student appointments, answering departmental phone to respond to routine office inquiries, and tracking student and employer participation. The Career Development Counselor will also perform general counselor responsibilities including academic course registration, short-term personal counseling and crisis intervention, and assist in the training of new counselors.

Minimum of a Master’s degree in Counseling, Psychology, Higher Education or a related field required with a minimum of one year of experience in career services or related field. Excellent verbal and written communication skills and interpersonal skills required. Experience working with a culturally diverse college population, preferably in career services, is highly desirable. Must be proficient in Microsoft Office including Word, PowerPoint, and Excel. Experience using College Central Network career services management platform or other higher education platform is preferred. Ability to speak Spanish or Arabic preferred but not required. Proficiency with various computer software programs and the use of Ellucian-Colleague or similar higher education platform.

TO APPLY: Send a letter of application, resume, salary requirements and names/contact information of three professional references to:

Via USPS: Hudson County Community College
Department of Human Resources
81 Sip Avenue - Mezzanine Level
Jersey City, NJ 07306

Via Email: Resumes@hccc.edu

Via 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