HUDSON COUNTY COMMUNITY COLLEGE

VACANCY NOTIFICATION

Posting Date: April 30, 2014

Admissions Recruiter

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

The College is currently searching for a Admissions Recruiter. Reporting to the Director of Admissions, position responsibilities include, but are not limited to the following: 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 bi-lingual ability preferred. Superior oral and written communications and interpersonal skills are required. Experience working with a culturally diverse community is highly desirable. Proficiency with various computer software programs and the use of Ellucian-Colleague (formerly Datatel) or similar higher education platform is preferred.

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

Via USPS:  
Hudson County Community College  
Department of Human Resources  
70 Sip Avenue – Third Floor  
Jersey City, NJ 07306

Via Email:  
Resumes@hccc.edu

Via Fax:  
201-714-2509

Additional information about the College please go to www.hccc.edu and employment opportunities at Hudson County Community College may be obtained at 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