Associate Director of Student Financial Assistance

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 searching for an Associate Director of Student Financial Assistance. Reporting to the Associate Dean and the Director of Student Financial Assistance, will assist in the development of short-term and long-term strategic planning initiatives that support the College’s mission statement and ensure the development, implementation, and maintenance of efficient student financial aid counseling and assistance processes and procedures. Develop, implement and evaluate default aversions strategies, oversee all borrower communication initiatives, compile data and prepare reports to provide information on the trends of student loan default. Oversee the timely completion of deferments and repayment data, maintain appropriate database tracking systems. Develop and conduct financial aid and literacy education resources and information workshops. Assists in directing the ongoing activities of the Student Financial Assistance Office to ensure the review, verification and awarding of financial assistance to eligible students. Independently performs various review, verification, processing and student support activities of a routine to complex nature for assigned alphabetical student list to determine individual eligibility for financial assistance.

Requirements: Minimum of a Bachelor degree in Student Personnel Services or a related field with a minimum of five years of financial counseling, assistance, and administrative experience. Knowledge of and understanding of the objectives and principles regarding student financial assistance operations, management, and administration required with the ability to plan, organize and direct the operations of related programs and activities. Knowledge of accounting practices and familiarity with tax returns helpful. Comprehensive knowledge of current and changing Federal and State rules and regulations regarding financial assistance required. Effective verbal and written communication skills, interpersonal, and customer service skills required to effectively collaborate with prospective, new and existing students, Division Deans, faculty, advisors, counselors, and all levels of employees and management. Computer proficiency and knowledge of automated financial assistance and student information systems also required. Proficiency with various computer software programs including Microsoft Office suite and the use of Ellucian-Colleague (formerly Datatel) or similar higher education platform is preferred.

TO APPLY: Send a letter of application, résumé, 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