**Director of Admissions**

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 an experienced **full-time Director of Admissions**. Under the supervision of the Associate Dean of Enrollment Services, the Director of Admissions will contribute directly to the College’s mission to provide educational access to members of the community and the general public.

**RESPONSIBILITIES:**

- In consort with the Associate Dean of Enrollment Services, develops short-term and long-term strategic planning initiatives
- Directs student recruitment operations to promote the College and its programs
- Strives to increase student enrollment through the development and implementation of innovative recruiting plans, advertising, promotional opportunities
- Ensures that the HCCC portal and website contains timely and relevant information by monitoring and updating information as necessary
- Defines, develops, implements and monitors effective departmental policies, procedures, and systems that support the overall goals and objectives
- Generates various reports for the purpose of tracking student application status, implementing follow-up action, finalizing student admissions, enrollment statistics
- Ensures the development and maintenance of various recruiting and admissions documentation and records. Prepares periodic accreditation reports, documents
- Provides ongoing direction and supervision to Admissions Department staff
- Effectively collaborates with all members of the College’s community and represents the College to external constituencies
- Supports admissions functions at any off-site location including high schools, community organizations, and HCCC’s North Hudson Campus (NHC) in Union City
- Perform other duties as assigned by the Associate Dean

**QUALIFICATIONS:**

Minimum of a Bachelor’s degree (Master’s degree preferred) in Education, Business or related field with a minimum of five years of experience in post-secondary education/academic/student affairs administration and to include prior management experience. Comprehensive knowledge of admissions standards and recruitment objectives and principles required with the ability to plan, organize and direct the operations of related programs and activities. Ability to plan, develop, and implement marketing strategies and programs required. Highly effective verbal and written communication skills, interpersonal, and customer service skills required. High degree of computer proficiency and knowledge of automated admissions and student information systems also required. Proficiency with various computer software programs including Microsoft Office suite including Access and Excel, and the use of DATATEL-Colleague preferred. An understanding of and commitment to the role of a comprehensive community college in an urban multi-cultural setting also required, with prior experience in working with non-traditional students from diverse cultural and ethnic backgrounds being essential. Bi-lingual (Spanish/Arabic) ability preferred.

**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

For additional information about the College, please visit [www.hccc.edu](http://www.hccc.edu). Employment opportunities at Hudson County Community College may be obtained at [www.njherc.org](http://www.njherc.org), [www.higheredjobs.com](http://www.higheredjobs.com), and [www.latinosinhighered.com](http://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**