



Position Vacancy Notice

Academic Counselor
(Grant-Funded)

Two Positions Needed

Posting date: June 8, 2021

College Overview

Hudson County Community College (HCCC) is an award-winning, comprehensive urban college serving one of the most historic and ethnically diverse areas of the United States. HCCC students were born in 119 countries and speak 29 different languages. The diversity and the multitude of our community's cultures, life experiences, skills and aspirations, are the very values and traits that empower us to be productive and caring members of our society.

HCCC embodies an unwavering commitment to student success and an intentional focus on diversity, equity, and inclusion. In 2019, the President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI) was instituted to develop new levels of understanding and access and advance the College's commitment to transparency and inclusion. We are proud of the differences we share, which are the foundation for the life changing and transformational education we offer and the social mobility we provide to the communities we serve.

HCCC has three campuses located just minutes from Manhattan: the Journal Square campus in Jersey City and North Hudson Campus in Union City are adjacent to vital transportation hubs; the Secaucus campus has abundant parking. 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 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 Conference Center, in 2012 for the North Hudson Campus, and in 2015 for the award-winning Gabert Library. In 2016 the Gabert Library was one of three academic libraries in the United States to receive the Excellence in Academic Libraries Award from the Association of College and Research Libraries (ACRL), and in 2019 the Tutoring Center received the Frank L. Christ Outstanding Learning Center Award for Two-Year Institutions. In 2019, the College joined Achieving the Dream as part of its expanding effort toward continuous improvement in student success.

HCCC has partnerships with every major four-year college and university in the greater New Jersey-New York area and beyond, accommodating seamless transfer of credits for further undergraduate and graduate education. Hudson County Community College is proud of its culture of care and invites applications from those wishing to join a community dedicated to promoting student success in all its forms.

Position Summary/Job Description

The College is looking for a full-time Academic Counselor. Reporting to the Associate Dean of Student Success, the Academic 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. Academic Counselors provide students with academic advisement, facilitate major exploration, create educational programming, and assist students with course selection. Academic Counselors also support the execution of the Student Success Plan, which is part of the College's strategic plan. Counselors play a pivotal role in supporting the academic success of our students.

Required/Minimum Qualifications

Minimum of a Master's degree in Counseling, Higher Education, Social Work, Student Affairs, or a related field required. Superior verbal and written communication, interpersonal, 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 or similar higher education and student success platforms. The role requires the ability to integrate data-informed decision-making and evidence-based practices into daily work. Demonstrated ability to interact with a culturally diverse population and to effectively and respectfully function and communicate within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.

Preferred Qualifications

Ability to speak Arabic or Spanish preferred, but not required.

Applications

For full consideration please send resume, cover letter, salary expectations, and a list of three professional references to advising@live.hccc.edu.

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 equal opportunity and affirmative action employer. We are committed to ensuring a diverse and inclusive learning and working environment. Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Women, veterans and minorities are encouraged to apply.

Take Survey