



VACANCY NOTIFICATION

Internal Candidates Only

Posting Date: March 17, 2021

Part-time Advisor

(Maximum 24 hours/week)

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.

Department/Division Introduction: Hudson County Community College, is searching for a **part-time Advisor for Advisement and Transfer Services**. Advisement and Transfer Services is part of the Center for Academic & Student Success and provides students with integrated services including academic advisement and transfer services.

Under the supervision of Associate Director of Advisement and Transfer Services, the Advisor will promote student success in support of the College's, mission and goals. The Advisor provides students with academic advising and major exploration assistance, while playing an integral role in the registration process. Advisors support the department in the planning and execution of college events such as the major

exploration and college transfer fairs. Advisors also provide office coverage in the absence of full-time counselors.

Requirement/Minimums: Minimum of a Bachelor's degree required in Counseling, Psychology, Student Personnel, Higher Education or related field required. Excellent verbal and written communication skills and interpersonal 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 platforms. Reading, writing and conversation proficiency in Arabic or Spanish is preferred. Both In-person and remote work will be required.

Applications: For full consideration please send resume, cover letter, salary expectations, and a list of three professional references to:

Dr. Gretchen Schulthes
Associate Director of Advisement and Transfer Services
70 Sip Avenue, 2nd Floor
Jersey City, NJ 07306
E-mail:
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