



**Position Vacancy Notice**  
**Director, Hudson Helps Resource Center**

Posting date: March 19, 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**

Reporting to the Associate Dean of Student Affairs, the Hudson Helps Resource Center (HHRC) Director is responsible for advancing, supporting, and sustaining the Hudson County Community College's (HCCC) efforts to provide wrap-around holistic student support services. On campus, the Director will lead and support two food pantries, a career closet, community partner office space, health-related screenings, emergency assistance, and other support services. The Director will supervise the Food Pantry Coordinators, Career Closet Coordinator, and Administrative Assistant. In partnership with the campus' Licensed Clinical

Social Worker (LCSW), the Director will supervise and support social work interns from neighboring colleges and universities to assist with case management. In the community, the Director will identify and build relationships with partners who can provide resources and support to HCCC students. The Director will lead, coordinate, and support the design, development, implementation, and administration of all policies, procedures, practices, programs, and activities related to holistic student supports.

### **Principal Responsibilities**

- In consort with the Associate Dean of Student Affairs, develops short-term and long-term strategic planning initiatives for the HHRC to contribute to the realization of the goals, objectives, and strategic initiatives of the center. The Director ensures the provision of program services that support the College's mission and the development, implementation, and maintenance of efficient and cost-effective program policies and procedures.
- Directs the development, implementation, administration, monitoring, and assessment of programs that offer a full range of supports to students and oversees the day-to-day operations of the HHRC, which will include: two food pantries, a Career Closet, community partner office space, health-related screenings, emergency assistance, and other holistic student supports services.
- Creates, leads, and supports the growth and development of external community partnerships to address student needs.
- Supervises the Food Pantry Coordinators, Career Closet Coordinator, and Administrative Assistant. The Director will also work with social work interns from neighboring colleges and universities to assist with case management.
- Directs the development and maintenance of documentation and records. Ensures the preparation of periodic reports, documents, etc., as required by relevant federal and state rules and regulations and established College policies and procedures.
- Leads, supports, and coordinates programs and activities designed to increase the participation and engagement of all members of the College community with the HHRC.
- Researches and applies for grants, scholarships, and awards to support the HHRC, where applicable.
- Working closely with the Division of Student Affairs and Enrollment, and *Care Team* colleagues, supports college-wide initiatives to address student concerns.
- Provides input to the Associate Dean of Student Affairs and participates in developing the annual department budget. Monitors and analyzes the yearly operating budget to ensure effective financial management and efficient cost control systems. Operates within established budget constraints and monitors budget allocations.
- Continues to develop professional and management skills through independent research, networking, attending seminars and workshops, etc., to maintain awareness of current and changing trends in education and specific disciplines in the area of responsibility.
- Represents the College to external constituencies, serves on various internal and external committees, and interfaces with the Hudson Helps Advisory Board.

- Projects a positive self-image of professionalism, appearance, confidentiality, courtesy, conduct, honesty, fairness, and personal integrity at all times.
- Directs and performs other related activities, as required. Leads and/or conducts special projects, as needed. Remains flexible and adaptable in work schedules and work assignments as defined by College and departmental needs.

#### **Required/Minimum Qualifications**

- Master's degree in Social Work or a related field or equivalent experience.
- Three years of experience in student support, case management, program/budget management, design, implementation, assessment, and administration preferred.
- Ability to think conceptually, develop and implement policies and procedures, and make administrative/procedural decisions and judgments.
- Superior verbal and written communication skills and interpersonal skills.
- Experience working with a culturally diverse community.

#### **Preferred Qualifications**

- LSW licensure in good standing.
- Experience with grant-writing.
- Experience with regulatory and grant-related compliance management.
- Proficiency with various computer software programs and Ellucian-Colleague (formerly Datatel) or similar higher education student information system.

#### **Review of applications to begin**

Immediately

#### **Applications**

For full consideration please send resume, cover letter, salary expectations, and a list of three professional references to [resumes@hccc.edu](mailto:resumes@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**