



Position Vacancy Notice
Director, Transfer Pathways
Posting date: 06/10/2021

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.

Department/Division Introduction

Student Affairs and Enrollment

Position Summary/Job Description

Under the supervision of the Vice President for Student Affairs and Enrollment, the Director of Transfer Pathways is responsible for developing, coordinating, planning, and supervising the College's transfer pathways. Responsibilities include, but are not limited to developing and sustaining partnerships with four-year colleges and universities, creating and maintaining dual admission and articulation agreements with four-year partners, scheduling on-campus and virtual transfer events, creating a University Center for university partner presence on campus, effectively communicating and marketing transfer pathways, and other duties related to Transfer Pathways.

Principal Responsibilities

- Manages and provides vision and expertise for all transfer pathways, dual admission, and articulation agreements with four-year partners, and pathways to their on-ground and online baccalaureate programs.
- Develops, schedules, and coordinates all transfer efforts for the College, including but not limited to on-campus visits by four-year partners, hoteling office space for four-year partner representatives, transfer fairs, instant decision days, and other transfer pathway events.
- Partners with Institutional Research to monitor and measure transfer outcomes. Effectively assesses the impact and success of transfer pathway strategies and tactics through collecting and analyzing data to recommend and implement enhancements to existing efforts.
- Arranges and facilitates campus visits to four-year partner campuses for faculty, staff, and students.
- Develops communication and marketing plans for incoming, current, and graduating students regarding transfer pathways, processes, and timelines.
- Maintains an organized digital database of all pertinent documents, including but not limited to dual admission and articulation agreements, institutional contacts, and related transfer resources. Keeps website, portal page, marketing materials, and other resources current.
- Partners with the Division of Academic Affairs, including, but not limited to, faculty, coordinators, and associate deans, to facilitate the creation of dual admission and articulation agreements and the alignment of academic programs between the College and four-year partners.
- Maintains effective working relationships with personnel in the Division of Academic Affairs, including, but not limited to, deans, associate deans, faculty, staff, and Hudson County community members to support a team approach to accomplishing transfer pathway goals.
- Participates in workshops, meetings, and conferences at the local, state, regional, and national levels as appropriate to acquire and share best practices.
- Hires, trains, schedules, supervises, and evaluates the work performance of assigned personnel, if applicable.
- Demonstrates sensitivity to and understanding of community college students and employees' diverse academic, socioeconomic, cultural, ethnic, racial, and disability backgrounds.
- Performs other related activities as assigned.

Required/Minimum Qualifications

- Master's degree from an accredited college/university, preferably in Student Affairs, Higher Education, or a related area of study
- Excellent verbal and written communication skills
- Experience in higher education or related field
- Valid NJ Driver's License
- Travel within tri-state area required

Preferred Qualifications

- Previous experience working at a community college or directly with community college students
- Previous experience in enrollment management or transfer student services
- 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.

Closing Date of Applications

6/30/2021

Review of applications to begin

7/1/2021

Applications

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