



Position Vacancy Notice

Admissions Advisor

(Posting date: 05/11/2021)

[Internal Candidates](#)

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

Enrollment/ Student Affairs

Position Summary/Job Description

Implements student recruitment initiatives and coordinates various admissions activities in support of the strategic enrollment initiatives of the College. Knowledge of admissions standards and recruitment objectives and principals required with the ability to plan, organize, and implement related programs and activities. Effective verbal and written communication skills, interpersonal, and customer service skills required to effectively collaborate with prospective, new and existing students, Division Deans, faculty, advisors, counselors, and all levels of employees and management. Computer proficiency and knowledge of automated admissions and student information systems also required. 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.

- In consort with the Associate Dean of Enrollment Services and the Assistant Director of Admissions, participates in the implementation of short-term and long-term strategic planning initiatives for the Admissions Department that support the College's mission statement and enrollment goals.
- Follows up with inquiries and/or applicants via phone, email, and text in a timely manner. Responds to information requests that are received in person, over the phone, through text, through email, and online. Provides excellent student service and encourages interested and qualified students to move forward in the enrollment process.
- Provides prospective students with relevant and compelling information about the College, its programs and specific areas of interest. Able to craft well-written student communications that provide detailed information about the College and contain calls to action. Utilizes social media to communicate with prospective students when appropriate.
- Stays current on program offerings, the College's value proposition and student services in order to provide accurate information to students. Partners with Communications Department to create materials that are impactful.
- Guides applicants through the admissions and enrollment process, responding to questions and acting as a liaison to other departments to provide a smooth transition. Ensures that applicants meet important enrollment milestones and registration requirements (i.e. placement testing) in order to register in a timely manner. Confirms follow up appointments with testing, financial aid or other departments as needed.
- Effectively utilizes Student Information System (SIS) to document student follow up activities and to provide students with next steps in the enrollment process.
- On a rotating basis, provides customer service to current and prospective students, parents, visitors, etc., at the Enrollment Services window. Obtains and provides various information, explains federal and state regulations and College policies and procedures, responds to general inquiries, and/or refers individuals to the appropriate contact or area of the College for prompt resolution.
- Interviews, counsels, and admits day/evening applicants in accordance with established College policies and procedures, applicable federal guidelines, established Student and Academic Affairs policies and procedures, and the rules and regulations defined by the Family Educational Rights and Privacy Act (FERPA).
- Coordinates and actively participates in Open House events and College tours at various on-site and off-site campus locations.
- Effectively collaborates with all staff members of the Enrollment Services Department and Student Affairs Division to work towards the achievement of common goals regarding the development, promotion, administration, enhancement, and growth of the all programs.
- Continues to develop professional skills through independent research, networking, attending seminars and workshops, etc., to maintain awareness of current and changing trends in education and specific to recruiting and admissions. Remains knowledgeable of regulatory issues specific to student recruitment and admissions, general enrollment services, and administrative activities.
- Represents the College to current and prospective students and external constituencies. Projects a positive self-image of professionalism, appearance, confidentiality, courtesy, conduct, honesty, fairness, and personal integrity at all times.
- Performs other student recruitment services and activities, as required. Actively participates in special projects, as required. Remains flexible and adaptable in work schedules and work assignments as defined by College and departmental needs.

Required/Minimum Qualifications

- Minimum of a Bachelor's degree in a related field; admissions experience preferred; Bi-lingual ability preferred.
- Must be able to work evenings and weekends as required.
- 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.

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 Matthew Fessler at mfessler@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