



Raritan Valley Community College

Director of Advising & Counseling Services

Ranked by BestColleges.com and Niche.com as the #1 community college in New Jersey, Raritan Valley Community College has been serving as an academic and cultural center for Somerset and Hunterdon County residents for 50 years. The College has been nationally recognized for its service to the community, environmental stewardship, and commitment to diversity. It is home to a Planetarium, Science Education Institute and 3M Observatory, a 1,000-seat Theatre, an Honors College for high achieving students and much more.

The College offers more than 90 associate degrees and certificates, as well as career training, small business assistance through the Small Business Development Center, professional development, and adult and youth personal enrichment courses. RVCC is located at 118 Lamington Road in Branchburg, NJ. For further information, visit www.raritanval.edu.

Job Description:

Raritan Valley Community College has an anticipated opening of Director of Advising and Counseling Services.

The Director of Advising & Counseling Services coordinates and supervises Academic Advising, and Mental Health Counseling services. The Director serves on college-wide committees related to curriculum, academic standards, and student behavior and is the liaison to external organizations connected to special programs.

Supervise the staff, programs, budgets, and services of Advising & Counseling Services. Oversee training and professional development of Advisors, Counselors, support staff and student employees.

Assure the academic planning and early warning systems are working and meeting the goals of the institution.

Responsible for the integration and coordination of all special programs offered at and through the College. Prepare all reports for internal and external purposes. With the Admissions Director, plan recruitment visits to high schools.

Manage Mid Term Warning and Academic Status processes. Design intervention strategies and assess intervention strategies.

Arrange for staff training with academic departments to provide and share issues of mutual interest; to increase understanding of new programs and program changes; learn understand employment options.

Develop programming for staff meetings with academic departments to provide and share issues of mutual interest; to increase understanding of new programs and program changes.

Supervise mental health counseling services and assure counselors have clearly developed procedures for maintaining high ethical standards. In conjunction with the counselors, develop workshops which address student development concerns and assist instructors in recognizing and making appropriate referrals for students in distress.

Assist with student advisement as needed.

Serve on the Curriculum Committee, providing suggestions and approval of proposals from an academic advising perspective.

Serve on the Program Council regarding new program development and response to program review.

Serves on academic and student affairs committees such as Education Policy, Enrollment Management, Curriculum Committee, Program Council, Academic Standards Committee, etc.

Assess programs and services to comply with the College schedule.

Other duties as assigned by the Dean of Student Services.

Requirements:

- Master's degree in student personnel, counseling, or related degree.
- Seven or more years of experience in Higher Education Administration with progressively responsible professional positions.
- Experience with the following: Budget management, staff development, staff supervision etc.
- Strong interpersonal skills and ability to present to large groups. High degree of reliability and flexibility; ability to work in a fast-paced, multi-cultural environment.
- Strong commitment to the mission of a community college.
- Demonstrated commitment to diversity and inclusion as evidenced in professional work, professional development, and/or service.
- Other duties as assigned by the Dean of Student Affairs.

Preferred Qualifications:

- Experience in the administration of campus programs.
- Demonstrated commitment to the Community College mission.
- Prior experience with working with Guided Pathways.

- Demonstrated knowledge of common higher education applications including Banner, EduNav, presentation software and Microsoft Office applications.

Application Instructions:

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

RVCC's starting salary is commensurate with educational qualifications and experience. We also offer an attractive benefits package.

For consideration of the above position, please submit your cover letter and resume online:
<https://rvcc.interviewexchange.com/candapply.jsp?JOBID=136024#pageTop>

We regret that we are unable to respond to each and every resume received. Only those candidates of interest will be contacted directly.

Raritan Valley Community College is an Equal Employment Opportunity/Affirmative Action Plan Employer. We will implement the policy to assure that the employment opportunities offered at the institution are available to all persons.