Campus Activities Assistant
(Fulmont College Association)

The Campus Activities Assistant will report to the Director of Residence Life and assist with the planning and implementation of afternoon, evening, and weekend student activities and programming. This position involves managing moderately complex clerical activities and exercising independent judgment to carry out multiple recreational, educational, and social programs. The Campus Activities Assistant must ensure activities are safe, appropriate, and inclusive of the commuter and residential populations. Will closely collaborate with Coordinator of Student Activities /Director of College Union.

QUALIFICATIONS:
- Associates Degree in Recreation Studies, Physical Education, Social Science, Management or related field.
- Strong organizational abilities, good communication skills, and desire to work with a diverse student population.
- Solid knowledge of organizing or leading activities and ability to suggest creative programming ideas.
- Must possess a valid New York State Driver’s License and have an acceptable driving record.
- Experience in planning recreational/social programming or student activities as a Resident Assistant or Student Leader preferred

Salary: $16. Per hour + excellent benefits including retirement and paid health and dental. Full time 37.5 hours a week. Send cover letter and resume to campusactivitiesasst@fmcc.edu. For full consideration apply by 9/14, however, the search will remain open until position filled.

Fulton-Montgomery Community College is a part of the State University of New York system and is located on 195 acres in a historic center of New York State, approximately 40 miles west of the state capital, Albany. FMCC is a comprehensive, two-year college with an increasing enrollment of approximately 2,800 full- and part-time students, including approximately 100 international students from 25 countries and the New York City Metro Area. FMCC offers over 40 Degree and Certificate Programs.