



Fulton-Montgomery
Community College

Director of Academic Support Services

Fulton-Montgomery Community College, a College of the State University of New York, is a comprehensive institution, serving 2,800 students in credit programs, including students from over 20 countries on five continents and Metropolitan New York City. The campus is situated in rural upstate New York, in the foothills of the Adirondack Mountains, approximately 40 miles from Albany, three hours from New York City, 3 ½ hours from Boston, and four hours from Montreal.

The College is seeking a Director of Academic Support Services to be responsible for the academic course master schedule, academic room scheduling and the academic portions of the catalog. The Director manages transfer credit evaluation and articulation agreements with secondary school units. The Director also serves as the administrator for the distance learning management system (LMS) and as an academic records administrator on the student information system (SIS).

Minimum Qualifications:

Bachelor's Degree required, Master's Degree and academic administrative experience in higher education, the ability to work collaboratively across boundaries, technology acumen, and analytical skills to develop and recommend best practices are preferred.

Salary: \$55,000 with outstanding benefits.

Application procedures: Submit a letter of application, outlining qualifications and experience that are relevant to the position and a resume. Electronic submissions are preferred, sent to diracademicsupport@fmcc.edu with the position title in the email subject line by July 22, 2013.

Fulton-Montgomery Community College is an equal opportunity employer, dedicated to workforce diversity.