

POSITION TITLE: Education and Career Planning Specialist
CLASSIFICATION: Tenure Track Position, Education Support Specialist I
DEPARTMENT: Student Affairs
REPORTS TO: Vice President for Student Affairs

MINIMUM QUALIFICATIONS:

Bachelor's degree require, Master's degree preferred. Experience in transfer and career advising, and developing transfer articulation agreements preferred.

SUMMARY OF MAJOR RESPONSIBILITIES:

The Education and Career Planning Specialist is responsible for maintaining current transfer articulation agreements and establishing new agreements with four year colleges and universities. This position serves as an academic advisor, assists in the implementation of electronic job postings, with event planning related to job fairs, transfer fairs, career workshops, and providing job placement services to our students.

Salary/Benefits: The successful candidate will receive an excellent benefits package and an expected rank/annual salary of Educational Support Specialist I with a base salary of \$36,295.

The anticipated start date is in April 2012 and the position will remain open until a successful candidate has been identified. However, for fullest consideration and a response, applications should be received by February 27, 2012.

Application procedures: Please submit a letter of application, outlining interests and qualifications that are relevant to the position, and a resume. Electronic submissions are preferred, sent to Careertranspec@fmcc.suny.edu with the position title in the email subject line. Hard copies may be mailed to:

Human Resources
Fulton-Montgomery Community College
2805 State Highway 67
Johnstown, NY 12095-9609.

FMCC, a college of the State University of New York, is a comprehensive institution offering credit programs to nearly 2,500 students each year. FMCC welcomes students from under-represented populations and attracts a diverse student body from local counties, the New York City metro area, and more than twenty countries on five continents. FMCC is an equal opportunity employer dedicated to workforce diversity. The campus is located in rural upstate New York, in the foothills of the Adirondack Mountains, approximately 40 miles West of Albany, NY.