Academic Counselor, Upstate Partnership
For Healthcare Pathways (UPHP)

Immediate opening for new tenure-tracked faculty position (grant funded) to oversee federal grant program assisting disadvantaged students seeking healthcare related studies and careers. Will supervise program staff. Salary is $38,827, this is a 39-week contract, with outstanding benefits including and NYS pension plan. Please send cover letter, resume and 3 references to UPHPcounselor@fmcc.edu. The search will remain open until the position is 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.

CLASSIFICATION: FACE, Education Support Specialist (Grant Funded)
DEPARTMENT: Student Affairs
REPORTS TO: Associate Dean for Student Retention and Success

QUALIFICATIONS:
Required:
- Master’s Degree in Psychology, Student Development, Education, Counseling, Social Sciences, healthcare, or related field.
- Strong oral/written communication and interpersonal skills.

Preferred:
- Three years related full-time paid work experience with students from historically underrepresented or economically disadvantaged groups.
- Experience working with Temporary Assistance to Needy Families (TANF).
- Knowledge and experience with student development and advising techniques, academic advising and college retention, learning styles and strategies, transfer and career planning experience.
- Bi-lingual in Spanish.

SUMMARY OF MAJOR RESPONSIBILITIES:
The UPHP Advisor/Counselor determines student eligibility, assists in assessing their educational, career, financial and personal needs, monitors and records individual student progress, conducts transition activities, academically advises UPHP students, and acts as a liaison to employment opportunities.

PRIMARY FUNCTIONS:
1. Interviews students to determine eligibility for the UPHP Program.
2. Assists students in assessing educational, career, financial and personal needs and developing educational plans and acts as an academic advisor for UPHP students.
3. Coordinates with and refers students to College and/or community resources as needed.
4. Administers and interprets various assessment tools used in academic, career and personal counseling.
5. Monitors and records individual student progress. Assists with project evaluation and data collection for project performance reports.
6. Remains current on relevant literature related to student development research and effective interventions for retention and graduation of historically underrepresented and academically underprepared students in higher education.
7. Serves as liaison to career and transfer opportunities. Develops and conducts transition activities for students. Assists in student completion of financial aid and/or funding opportunities.
8. Performs other incidental duties related to those that are listed above.