Immediate opening for new Administrator to oversee federal grant program assisting disadvantaged students seeking healthcare related studies and careers. Will supervise program staff. Salary is $50,000 with outstanding benefits including employer paid health insurance and NYS pension plan. Please send cover letter, resume and 3 references to UPHPdirector@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.

POSITION TITLE: Project Director – Upstate Partnership for Healthcare Pathways (UPHP)
CLASSIFICATION: Administrator Grade I (Grant funded)
DEPARTMENT: Student Affairs
REPORTS TO: Associate Dean for Student Retention and Success

QUALIFICATIONS:

Required:
- Master’s Degree required in healthcare, education, social science, counseling or related field.
- Strong oral/written communication and interpersonal skills.

Preferred:
- Two years full-time paid work experience in federally funded grant funded programs, personnel and budget management and reporting, preferably in a post-secondary education setting.
- Experience working with students from historically underrepresented or economically disadvantaged groups, working with Temporary Assistance to Needy Family (TANF) population.
- Experience with fiscal and programmatic compliance.
- Foundational understanding of healthcare career trends and occupations.
- Proficient in understanding of federal legislation and regulation from the Department of Health and Human Services.
SUMMARY OF MAJOR RESPONSIBILITIES:
The Project Coordinator is responsible for the delivery and oversight of quality healthcare focused training programs for counties of jurisdiction for Fulton-Montgomery Community College (FM) for the Upstate Partnership for Healthcare Pathways (UPHP). The Project Director will work in conjunction with the Associate Dean for Student Retention and Success, Schenectady County Community College (SCCC), and partner agencies to develop, implement, monitor and oversee programming related to the grant. The incumbent will be engaged in the day to day operations of all phases of programming within the specified counties, and will work collaboratively with other Project Directors to communicate and share best practices to facilitate the most effective means of program supervision.

PRIMARY FUNCTIONS:
1. Develops and administers program budget.
2. Provides fiscal and programmatic management for UPHP Grant.
3. Monitors and adheres to pertinent federal legislation and regulation from Department of Health and Human Services.
4. Assists with program staffing and is responsible for staff supervision and evaluation.
5. Prepares project compliance, performance and evaluation 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. Coordinates and promotes project activities and services with other campus departments and community agencies.
8. Participates in monthly project partner meetings to assist with monitoring and evaluation of grant outcomes.
9. Recruits, enrolls and counsels participants.
10. Advocates for needs of disadvantaged students within the institution.
11. Serves on campus and community committees and work to foster a supportive climate.
12. Performs other incidental duties related to those that are listed above.