



Fulton-Montgomery
Community College



International Student Counselor/Advisor

Summary of Position:

The International Student Counselor/Advisor provides an essential student service of academic advisement to students identified as international. This position will, under the direction of the Director for International Students/ESL Programs, assist students to reach their educational, career, and personal goals. This position will monitor and record individual student progress, conduct retention activities, academically advise students, and acts as a liaison to 4-year institutions.

General Responsibilities:

- Assists the Director of International Students/ESL Programs with the activities of the office as needed
- Assists students in assessing educational, career, and personal goals and developing educational plans
- Acts an academic advisor for international cohort of students
- Coordinates with and refers students to College and/or community resources as needed
- Counsels international students experiencing academic and cultural adjustment issues
- Administers and interprets various assessment tools used in academic, career and personal counseling
- Monitors status of international students and records individual student progress and assists with data collection for admission and retention efforts
- Develops a strong working knowledge of any technical support software systems and social media tools which will aide in the performance of the job
- Organizes, plans, advertises and implements new student orientations, check-ins and check-outs, and other informational programs for new and current students which aid in the adjustment to life on campus and in the United States
- Serves as liaison to 4-year educational institutions. Develops and conducts transition activities for students
- Assists students with the 4-year college admissions process

Qualifications:

- Master's degree required in education, counseling, social sciences, international studies

or related field

- Three years related full-time work experience in a higher education setting
- Strong oral/written communication and interpersonal skills including strong intercultural communication skills
- Competency in languages other than English preferred

Salary:

39-week, Tenure-Track, Non-Teaching Faculty Position with starting base salary \$38,827. Outstanding benefits including NYS Retirement Plan.

Application Procedures:

The search will remain open until the position is filled, however for full consideration please send resume and cover letter to internationalcounselor@fmcc.suny.edu by May 29, 2015.

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, 3½ hours from Boston, and four hours from Montreal.

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