QUEST Learning Services Coordinator

FM is seeking a QUEST Learning Services Coordinator. This is a grant funded tenure-track, full time position. (39-week contract). The QUEST Learning Services Coordinator determines student eligibility, assists in assessing educational, career, financial and personal needs, monitors and records individual student progress, develops and manages the tutoring component and develops learning clusters and learning groups.

QUALIFICATIONS:
- Master’s Degree required in education, counseling, or a related field.
- Required knowledge and experience with delivery and requirements for services to disabled students, curriculum development, program development and implementation.
- Ability to set up and implement courses, workshops, supplemental instruction, tutoring and tutor training.
- Academic advising experience, working knowledge of student development theory, teaching and learning strategies, assessments, impact of culture on learning.
- Database and data collection experience.
- Ability to maintain confidentiality.
- Strong oral/written communication and interpersonal skills.
- Three years related full-time paid work experience/one-year college-level teaching experience, preferably in math or English preferred.

Salary: $38,827 plus outstanding benefits.

For full consideration please send cover letter and resume to Questadmin@fmcc.edu by September 14, 2015. Search will remain open until 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.