

Secretary to the Vice President (FMCC)

This is a senior, confidential, executive assistant position requiring outstanding organization, planning, and communication skills, superior accuracy, and the ability to exercise sound judgment and discretion. Reports directly to the Vice President of Administration and Finance. Individual must be highly proficient in Microsoft Office Suite, Power Point, & Access. This is a Civil Service position and is only open to current **NYS residents of Fulton or Montgomery Counties**. Requires either AAS in Secretarial Science/Office Technology or related field and (3) three years of substantial secretarial experience, or a HS Diploma/GED and (6) six years of substantial secretarial experience, or an equivalent combination of training and experience. Position is provisional with appointment pending successful completion of a Civil Service Exam and becoming reachable on resulting list. Salary is \$38,119 with excellent benefits including the NYS Retirement Plan. Email cover letter & resume to vpsec@fmcc.suny.edu or mail Human Resources, Fulton-Montgomery Community College, 2805 State Highway 67, Johnstown, NY 12095 by **January 30, 2012**. Fulton-Montgomery Community College (SUNY) is an equal opportunity employer and welcomes diversity.