Full-Time Human Resources Administrator

Reporting to the Vice President for Administration and Finance, the Human Resources Administrator manages the College’s efforts in benefits administration, human resources development, and human resources compliance and recordkeeping.

The Administrator implements and communicates the College’s personnel policies and procedures, including those related to recruitment and employment activities, classification and compensation, affirmative action, benefits, and the management of performance and evaluation files. The Administrator also assists with the recruitment process, is responsible for new employee orientation, maintains personnel records for all full time and part time faculty and staff, and ensures compliance with a variety of federal and state regulatory requirements.

Qualifications:
- Bachelor’s Degree in human resource management or related field is required. Master’s Degree preferred.
- Two (2) years of management experience in human resources administration.
- Excellent written, verbal, interpersonal, organizational and presentational skills.
- A thorough knowledge of applicable federal and state regulations is required.
- Recognized as a professional with sound, tactful and decisive judgment.
- Experience in a college or educational setting is preferred

Salary/Benefits: The successful candidate will receive a competitive salary and an excellent benefits package including the NYS Pension Plan. Recruiting will continue until successful candidate has been identified.

Application Procedures: Submit a letter of application, outlining experience and qualifications, a resume, copies of undergraduate and graduate transcripts, and the names, telephone numbers, and e-mail addresses of five professional references. Send to hradmin@fmcc.suny.edu with the position title in the email subject line.

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.

Fulton-Montgomery Community College is an equal opportunity employer, dedicated to work force diversity