

Admissions Counselor

FMCC is seeking candidates for a Full-time Admissions Counselor position in our Admissions Department. This position will report to the Associate Dean of Student Recruitment and Admissions. *Minimum qualifications:* Bachelor's Degree required from a regionally accredited institution, Master's degree preferred. Responsibilities include the recruitment of incoming students but not limited to recent high school graduates, adult learners and special populations. This position will develop leads through prospective student inquiry, providing information about the campus and college program offerings, managing the admissions process, overseeing campus visits and tours. Please provide a cover letter describing your experiences that pertain to this position and resume to ptadmiscounselor@fmcc.edu.

This position will remain open until a successful candidate has been identified.

FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources Administrator, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403 (for employee issues) and the Vice President for Student Affairs, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8100 (for student issues).