

QUEST Learning Services Coordinator

This position will report to the Director of Student Support Services. *Minimum qualifications:* three years experiences in education, counseling, academic advising or related field and one year college-level teaching, preferably in English or Math. Master's Degree required in education, counseling or a related field. The ideal candidate must have experience working with data collection/database; working knowledge of student development theory, teaching and learning strategies, assessments and impact of culture on learning. The knowledge and experience to develop and implement programs, curriculums and services to disabled students. Must have the ability to maintain confidentiality. Major responsibilities include determining student eligibility, monitors and records individual student progress, develops and manages the tutoring component, and develops learning clusters and learning groups. Other responsibility will include assists the student in assessing: educational, career, financial and personal needs. Please provide a cover letter describing your experiences that pertain to this position and resume to questlsc@fmcc.edu .

All applicants considered for this position must be received by September 27th.

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).