Recruitment Coordinator and Communications Specialist

Fulton-Montgomery Community College is looking for a full-time Recruitment Coordinator and Communications Specialist. This is an exciting opportunity representing FMCC to prospective students, families, college counselors, and the general public. This unique and innovative position requires a candidate with creative communication skills and technical abilities to utilize social media and customer relationship management software as effective recruitment tools.

Normal hours are 9am to 5pm but can vary.
Excellent health insurance, benefits, and generous paid time off
Salary: $44,210 (9-month contract) – Additional compensation opportunities available during summer months.

Minimum qualifications include:
- Bachelor’s Degree required; Master’s Degree preferred
- Experience with social media and other recruiting technologies and strategies
- One year of professional recruiting, admissions, higher education, or related experience is required
- Have superior customer service skills, friendly, sociable, and open-minded
- Ability to work with various recruiting communication tools, including social media and internal recruiting software
- Ability to develop and implement recruitment strategies to support enrollment growth; including but not limited to traveling around the community, schools and various events

Interested applicants should provide a cover letter and a resume to recruitmentcoord@fmcc.edu.

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 Manager, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403.