Associate Dean of Retention, Success and Opportunity Programs

SUMMARY OF MAJOR RESPONSIBILITIES: The Associate Dean is responsible for overall leadership and coordination of services and programs relating to retention for the College including fiscal and program management oversight and coordination of the student opportunity grants, and identifies funding opportunities, and prepares federal, state, and private grant applications on behalf of the College. This position is also responsible for planning and implementation of a comprehensive retention plan which must fit with the goals of the College. The Associate Dean guides, supervises, evaluates, and directs staff, prepares compliance, performance, and accountability reports, advises participants and advocates for the programs on campus and in the community. Additionally, the Associate Dean serves as a resource for the Dean of Student Affairs.

MINIMUM QUALIFICATIONS:
- Master’s Degree in education, counseling or a related field required.
- Work experience in program, personnel, and budget management.
- Work experience in grant management.
- Understanding of federal, state, and private funding source requirements and regulations.
- Experience working with an at-risk student population preferred
- Strong oral/written communication and interpersonal skills

PRIMARY FUNCTIONS:
1. Develops and implements a system of college-wide retention initiatives that ensures consistency with current, changing, and future needs of students.
2. Recommends methods to improve retention programs and services to students.
3. Recommends and administers retention-related policies and procedures.
4. Develops and administers grant budgets.
5. Provide fiscal and programmatic management for opportunity-related program grants.
6. Responsible for department staffing, including supervision and evaluation.
7. Prepare project compliance, performance, and evaluation reports.
8. Coordinate and promote project activities and services with other campus departments and community agencies.
9. Serve on campus and community committees and work to foster a supportive climate.
10. Performs annual college assessment activities as is relevant to areas of responsibility.
11. Perform other incidental duties related to those that are listed above.
Please provide a cover letter describing your experiences that pertain to this position and resume to adofoppgrants@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.