Coordinator of Retention

Fulton-Montgomery Community College is looking for a full-time Retention Coordinator. This is an exciting opportunity to have a lasting and meaningful impact on FMCC students. If you are looking for an opportunity to not only help students understand the importance and benefits of higher education and have the creativity to be a part of creating and implementing strategies for retention across campus this is the job for you!

Salary: $45,094 (39-week contract) - Additional compensation opportunities available during summer months.

Excellent health insurance, benefits, and generous paid time off

Summary of Duties:

- Work with the Associate Dean for Student Success, Retention and Opportunity Programs to develop measurable retention strategies and action plans for key student cohorts across the campus.
- Coordinate and implement college-wide retention efforts including but not limited to intervention strategies, specialized programming, staff development, and retention technology initiatives.
- Provide retention monitoring, coordination and guidance to college personnel.
- Provide a program of individual case management to supplement existing retention services.
- Serve as an academic advisor for student population.
- Assist the Associate Dean with specialized activities, support services, and outreach programs.
- Serve as a member of the Satisfactory Academic Progress warning/probation process.
- Collect, analyze, and report student persistence/learning/satisfaction data.
- Utilize and expand SLATE functionality for college–wide retention efforts and oversee the campus early warning retention efforts.
- Performs annual college assessment activities as is relevant to area of responsibility and perform other incidental duties related to those listed above.

Qualifications: Bachelor’s degree required; Master’s degree preferred. Prior experience in higher education is preferred. Computer proficiency with a focus on retention technology is desired. Strong written / oral communication and interpersonal skills are needed.

Interested applicants should provide a cover letter and a resume to retentioncoordinator@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, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8404.