



Apprenticeship and Career Planning Specialist

Fulton-Montgomery Community College is looking for a full-time Apprenticeship and Career Planning Specialist. The Apprenticeship and Career Planning Specialist will be responsible for the activities surrounding apprenticeship programs and for providing program support to career planning activities.

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:

- Prepares and presents workshops to students on various career topics, as well as planning career readiness events, career fairs, job fairs, and other employer outreach efforts
- Attend off-campus events focused on college and career pathways with potential students or employers
- Assist in the implementation, promotion, and maintenance of career exploration tools, including college software for employment and internship postings
- Assist with operation of the Career & Transfer Center on campus
- Recruitment activities related to apprenticeships
- Act as an employer liaison and work closely and collaboratively with regional NYS Department of Labor Apprenticeship Training Representatives and with SUNY
- Develops and delivers presentations to employers as well as to the community and business groups on Registered Apprenticeship opportunities
- Represents FMCC at SUNY apprenticeship meetings, both virtual and in person
- Interacts with local school districts and BOCES to build apprenticeship pipelines for youth, connecting with guidance counselors, teachers, and administrators
- Assists the Director of the Business and Community Partnerships team with completing invoicing and paperwork required by SUNY and NYSDOL

Qualifications: Bachelor's degree required. Strong written / oral communication and some public speaking experience is required. Clean Driver's License is required – Some local travel required as part of the regular job duties, with mileage reimbursement. Previous experience in higher education is preferred. Related experience in the workforce development and/or outreach with employers and organizations is preferred. Knowledge of SUNY and/or NYS DOL apprenticeship or related programs and funding is preferred.

Interested applicants should provide a cover letter and a resume to apprentcar@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.