FMCC is looking for a full-time Director of Advising. The Director is responsible for leading and coordinating the activities of the College's Student Development Center, including oversight of the centralized academic advisement and registration model, academic placement testing, evening advisement, career and transfer services, programs and services for special student populations and a system for connecting students with appropriate services.

**Hours are 8 AM to 4 PM but can vary.**

**Excellent health insurance, benefits, and generous paid time off**

**Salary Range: $60,553 - $79,439 (9-month contract) – Additional compensation opportunities available during summer months.**

**Summary of Duties:**
- Oversees the academic advisement and registration in the Student Development Center. Leads the training of faculty members who perform academic advisement duties. Schedules on-duty advisement each semester and coordinate advisor training opportunities with faculty members. Serves as an academic advisor.
- Works closely with academic dean and teaching faculty to keep up to date on college curriculum, academic program offerings, and policy changes as they relate to the Student Development Center.
- Coordinates the placement test services for entering students and oversees test administration to ensure that test sessions, procedures, and policies remain accessible and in compliance with federal regulations.
- Maintains a working knowledge of financial aid processes, bursar functions, admissions and registrar policies and procedures that impact advisement and registration.
- Coordinates student access and referral to on and off campus academic, career, financial, retention and personal crisis and counseling services.

**Qualifications:** Bachelor's degree required. Master's Degree preferred. 3-5 years’ experience of academic advising in a college setting. Demonstrated ability to maintain confidentiality and ability to implement a service program in an efficient and timely manner. Strong written / oral communication and interpersonal skills are needed.

Interested applicants should provide a cover letter and a resume to DirAdvising@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*