



Academic Advisor, Articulation and Career Specialist

Fulton-Montgomery Community College is looking for a full-time Academic Advisor, Articulation and Career Specialist. The Academic Advisor, Articulation and Career Specialist will be responsible for establishing, maintaining, and assessing articulation agreements with secondary schools and four-year institutions. This position coordinates career and transfer services, programming and special events for students.

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:

- Serve as an academic advisor to general and designated student populations.
- Serve as the primary academic advisor to Early Admit students.
- In collaboration with the Provost's Office, establish, maintain, and assess secondary articulation agreements and agreements with four-year colleges and universities.
- Facilitate individual and group career/transfer planning and programming.
- Provide academic advisors, faculty, and staff with career and transfer/articulation agreement updates.
- Develop and implement marketing materials and information including a web page presence to inform students of program services, resources, and articulation agreements.
- Plan, coordinate, and assess special events including transfer fairs and career workshops.
- Perform other incidental duties related to those that are listed above.

Qualifications: Master's degree preferred. Bachelor's degree required.

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