



## **Coordinator of Student Involvement**

Fulton-Montgomery Community College is looking for a full-time Coordinator of Student Involvement. The Coordinator of Student Involvement will be responsible for coordinating day-to-day operations, developing programs and services to facilitate students' involvement, enhance the overall student experience and positively impact student retention and persistence. This position will provide direction and leadership to student programming initiatives on campus, including fostering strong partnership between Academic and Student Support Services and the opportunity grants (TRIO/QUEST/EOP programs), to support student success, retention, and engagement.

***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:**

- Retention & Persistence
  - Develop and implement intervention to increase student success and retention based on best practices and research. Support campus retention and persistence activities and efforts.
- Student Activities & Student Senate Association
  - Develop initiatives to serve in a lead role to design and deliver on-going workshops and training for students and student leaders.
  - Lead initiatives for developing and implementing campus programs (including but not limited to New Student Orientation), to enrich student experiences and build community among students
  - Advise Student Senate Association and student club organizations and provide leadership to campus programming.
  - Coordinate and oversee of the development and implementation of student activities for students and student organizations.
  - Serve as the advisor to the Student Activities Board to ensure student voices go into the decision-making process for programming and ensure a well-balanced offering of student activities.
  - Responsible for communicating upcoming events and programming to college students and staff through campus publications. Advise students on the development of program planning initiatives for new and existing clubs and organizations.
- Coordinate Student Involvement/Success
  - Establish positive working relationships with campus-wide stakeholders to identify opportunities to collaborate and support student success and engagement. Collaborate with the college community to develop and facilitate college-wide events and activities (i.e. club fairs, speaker events, and workshops).



- Connect students to on campus support services (advisement, accessibility services, counseling, career and transfer services, financial aid, and opportunity grants: EOP/TRIO/QUEST).
- Plan, create, and communicate support programs geared toward student enrichment, academic success and building a diverse and inclusive community.
- Responsible for coordinating the campus food pantry.
- Technologies
  - Command of Microsoft Word, Excel, and ability to navigate course management system (D2L Brightspace), web-based systems and adapt to changing technologies.
- Assessment and Record Keeping
  - Responsible for record keeping including assessing and evaluating student experience and engagement goals and initiatives.

**Qualifications:** Bachelor's degree required in education, counseling, social sciences or a related field. Master's degree preferred. Three years related full-time work experience/one-year higher education experience. Preferred knowledge and experience in student services curriculum, campus activities development, and student retention strategies. Strong written / oral communication and interpersonal skills.

Interested applicants should provide a cover letter and a resume to [stcoord@fmcc.edu](mailto:stcoord@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.***