



Liberty Partnerships Program Coordinator

Fulton Montgomery Community College is looking for a professional individual to assist the Director of the Liberty Partnerships Program, in all aspects of grant/program implementation and reporting, including data reporting, family outreach, and case management. The Liberty Partnerships Program helps to ensure student success and on time graduation while being on track for post high school success in the Greater Amsterdam School district.

Excellent health insurance, benefits, and generous paid time off

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

Summary of Duties:

- Assist the LPP Director to maintain data needed for performance reports required by the NYS Department of Education.
- Assist the LPP Director to establish, cultivate, and steward relationships with internal and external partners as appropriate to further the mission of LPP
- Assist with coordinating services offered by vendors and community partners to Liberty Partnerships Program students and parents
- Assist coordinating student services with LPP counselors and part-time staff. Manage a caseload of students, administer an assessment of student needs, and create personal learning plans for each student.
- Maintain a working relationship with partner school leaders and teachers within the Greater Amsterdam School District
- Performs annual college assessment activities as is relevant to area of responsibility and perform other incidental duties related to those that are listed above.

Qualifications: Bachelor's degree required; Master's degree preferred. Experience in educational organizations preferred. Computer proficiency and strong written/oral communication and interpersonal skills are needed.

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