



## **Academic Advisor and Grant Pathway Specialist**

Fulton-Montgomery Community College is looking for a full-time Academic Advisor and Grant Pathways Specialist. The Academic Advisor and Grant Pathways Specialist will be responsible for providing academic advisement and registration to the general student population and designated grant students. This position routinely collaborates with other grant colleagues and college departments to facilitate specialized career pathway programming and academic support services for students enrolled in TRiO / Quest grant programs.

***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:**

- Provide academic advising across all academic disciplines, working closely with campus departments to maintain a working knowledge of college curriculum, academic policies, financial aid processes, and academic support services.
- Develop individual educational, career, and satisfactory academic progress plans and referrals.
- Participates in general and grant student orientation activities and provides regular student follow-up and retention services, with an emphasis on promoting grant student participation in specialized engagement and student activity initiatives.
- Collaborate with grant colleagues to provide a specialized grant service delivery system of student engagement services and activities, proactive follow-up and goal setting, academic planning and referral, and the coordination of specialty assistance with the transfer process including, but not limited to exploring transfer options, the college and financial aid application process, and planning college visits.
- Meet regularly with grant students to update pathway goals and activities and make needed referrals to individual grant tutoring, counseling, and other campus services as needed.
- Perform college assessment and grant planning and assessment; to include student recruitment, enrollment, follow-up, and data reporting activities as required.
- Perform other incidental duties related to those that are listed above.

**Qualifications:** Master's degree required (social work, counseling or related field preferred) and 3 years of experience working in a college setting utilizing counseling and advising skills.

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