



Senior Human Resources Administrator

Fulton-Montgomery Community College is looking for a full-time Senior Human Resources Administrator. The Administrator manages the College's efforts in benefits administration, human resources development, and human resources compliance and recordkeeping. The Administrator implements and communicates the College's personnel policies and procedures, including those related to recruitment and employment activities, classification and compensation, affirmative action, benefits, and the management of performance and evaluation files. This position also assists with the recruitment process, is responsible for new employee orientation, maintains personnel records for all full time and part time faculty and staff, and ensures compliance with a variety of federal and state regulatory requirements.

Qualifications:

- Bachelor's Degree in human resource management or related field is required. Master's Degree preferred.
- Two (2) years of management experience in human resources administration.
- Excellent written, verbal, interpersonal, organizational, and presentational skills.
- A thorough knowledge of applicable federal and state regulations is required.
- Recognized as a professional with sound, tactful and decisive judgment.
- Experience in a college or educational setting is preferred

Salary/Benefits: Starting salary for this position is \$64,000. This position has an excellent benefits package including NYS Retirement Plan and a generous amount of paid time off.

Application Procedures: Submit a letter of application, outlining experience and qualifications and a resume to srhradmin@fmcc.edu with the position title in the email subject line. This position will remain open until a successful candidate has been identified.

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 Administrator, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8404