



Academic Success Coach (Multiple Positions Available)

Do you have a passion for education and helping students reach their full potential? Are you looking for a rewarding career where you can make a meaningful impact? We are seeking enthusiastic and dedicated individuals to join our dynamic team of Academic Success Coaches!

In this exciting role, you will play a vital role in supporting a cohort of students on their academic journey. You'll work closely with faculty to identify and address both academic and non-academic challenges, empowering students to succeed and graduate on time.

Responsibilities:

- **Proactive Coaching & Advising:** Provide personalized coaching and guidance to a group of students, fostering retention, academic progress, and timely graduation.
- **Student Success Advocate:** Be the primary point of contact for your assigned cohort, assisting with schedule planning, registration, four-year plans, career exploration, and graduate school preparation.
- **Resource Navigator:** Equip students with relevant information on college policies, procedures, and campus resources.
- **Collaboration is Key:** Work closely with faculty and college offices to develop, monitor, and update degree plans, audits, and academic records.
- **Building Relationships:** Foster strong connections with students from diverse backgrounds, creating a supportive and encouraging environment.

Qualifications:

- Bachelor's degree in any field required.
- Prior experience in teaching, tutoring, or academic advising strongly preferred.
- Solid understanding of the higher education landscape.
- Experience with Brightspace Learning Platform a plus.
- Excellent communication, interpersonal, and active listening skills.
- Strong organizational and time management skills.
- Passion for student success and a commitment to equity and inclusion.
- Proficiency in Microsoft Office Suite (Word & Excel).

We offer a positive and collaborative work environment, competitive hourly pay (\$20/hr for Bachelor's, \$25/hr for Master's), and the opportunity to make a lasting impact on the lives of our students.

Application Procedures: Submit a resume to tutorpool@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