



Assistant Dean of Academic Affairs

Fulton-Montgomery Community College is searching for a full-time Assistant Dean of Academic Affairs. The Assistant Dean is responsible for the College's concurrent enrollment programs. Additionally, the Assistant Dean coordinates and manages workforce development partnership initiatives and grant programs, including the development of administrative agreements, grant proposal development, data and programmatic reporting, and coordination with Finance to ensure proper fiscal management. The Assistant Dean also manages transfer credit evaluation and articulation agreements with secondary school units.

Qualifications:

- Master's Degree from an accredited institution of higher education is required.
- Progressive experience in an institution of higher education.
- Excellent written, verbal, interpersonal, organizational, and presentational skills.
- Strong working knowledge of institutional effectiveness and institution level assessment techniques.
- Recognized as a professional with sound, tactful and decisive judgment.
- Ability to work collaboratively across boundaries, technology acumen, conceptual thinking, demonstrated commitment to student success and faculty development experience administering a budget are all preferred attributes.

Salary/Benefits: Starting salary for this position is \$65,000. 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 Academicdean@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