



## **Associate Dean of Academic Affairs**

Fulton-Montgomery Community College is searching for a full-time Associate Dean of Academic Affairs. The Associate Dean is responsible for the College's concurrent enrollment programs. The Associate Dean also serves as the primary administrator for adjunct faculty, coordinates advisory committees and the program review process. Additionally, the Associate Dean is responsible for review of credit course syllabi, as well as monitoring the status of curriculum development and revisions and the coordination of the publication of academic program and assessment template information in electronic and print form. The Associate Dean is also responsible for campus-wide institutional effectiveness and compliance and serves as the campus expert on compliance and institutional effectiveness.

### **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 \$75,000. 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](mailto: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*