



Director of Dual Enrollment

Fulton-Montgomery Community College invites applications for the full-time position of Director of Dual Enrollment, an academic and administrative leader responsible for the oversight and compliance of the College's dual enrollment portfolio. The Director manages programs including College in the High School, Smart Scholars, P-TECH, Concurrent Enrollment, Early College/Bridge programs, and CTE articulations. The Director builds strong partnerships with regional school districts, ensures academic quality and alignment with college standards, advances equitable student access, and oversees core program operations, including curriculum approval, instructor qualifications, student advising, enrollment processes, data reporting, and accreditation compliance.

Minimum Qualifications:

- Bachelor's Degree from an accredited institution of higher education is required.
- Demonstrated knowledge of college-level curriculum standards, instructor qualifications, and assessment practices.
- Experience building partnerships with school districts and managing complex, multi-stakeholder initiatives.
- Strong skills in project management, data analysis/reporting.
- Excellent communication skills and the ability to work effectively with faculty, administrators, and secondary education partners.

Preferred Qualifications:

- Master's Degree from an accredited institution.
- Experience with community college dual enrollment models.
- Familiarity with accreditation and quality frameworks for concurrent enrollment (e.g., NACEP).
- Knowledge of New York State secondary education context, placement practices, and SUNY transfer pathways.
- Prior supervision experience.

Salary/Benefits: Starting salary for this position is \$60,864. 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 ddenrollment@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 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403.