



**SUNY Fulton-Montgomery**

A State University of New York Community College

### **Part- Time, Principal Clerk - Grants**

Fulton-Montgomery Community College seeks a Part-Time (25 hours/week) Principal Clerk to provide vital clerical support for student support programs. Responsibilities include data entry and processing of student progress, preparing communications, and collaborating with campus departments to ensure smooth program operations. The ideal candidate will have strong spreadsheet skills, keen attention to detail, and the ability to manage multiple tasks and deadlines effectively.

Key duties include maintaining accurate student records, assisting with scheduling and tracking, generating reports, and working with various databases, CRMs, and reporting systems. This role is integral to supporting student success by ensuring efficient, accurate, and professional program operations.

*Flexible hours and generous PTO*

*Salary: \$19.32 hourly up to 25 hours per week*

*Minimum qualifications:* HS Diploma/GED and four years of experience or six years of clerical experience.

*This is a provisional civil service position that is part of the HELP program and will require further action to become permanent.* All applicants must be residents of Fulton or Montgomery County. Please send a cover letter describing your experiences that pertain to this position and resume to [pclerkad@fmcc.edu](mailto:pclerkad@fmcc.edu).

*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.*