Principal Clerk – Library

The Fulton-Montgomery Community College invites applications for a Principal Clerk to provide essential clerical support to our student support programs. This role involves data entry and processing related to student progress, drafting communications, and collaborating with campus departments to support program operations. The ideal candidate will demonstrate strong proficiency with spreadsheets, attention to detail, and the ability to manage multiple priorities and deadlines effectively.

Key responsibilities include maintaining accurate student data, assisting with scheduling and tracking processes, generating reports, and using a variety of databases, CRMs, and reporting systems. This position contributes crucially to the success of our student programs through dependable, organized, and positive support.

Hours are Monday–Thursday, 9:00 AM – 5:00 PM, Friday 8:00AM-4:00PM
Excellent health insurance, benefits, and generous paid time off
Salary: $37,689

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 .

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.