**STEP Specialist**

Fulton-Montgomery Community College is looking for a full-time STEP Specialist. This grant-funded position requires a candidate who is passionate, engaging, and self-directed. The grant is sponsored by the NYS Education Department to prepare talented underrepresented middle and high school students to pursue Science, Technology, Engineering and Mathematics (STEM), licensed professions and health-related professions.

The STEP Specialist determines recruits and onboards students, assesses their educational, career, financial and personal needs, monitors and records individual student progress, coordinates and conducts program workshops and activities, counsels STEP students and parents, and advocates for the STEP Program on campus and in the community.

*Excellent health insurance, benefits, and generous paid time off*

*Salary: $45,096 (9-month contract) – Additional compensation opportunities available during summer months.*

Minimum qualifications include:

- Master’s Degree required in Science, Technology, Engineering, Math, licensed profession, Psychology, Student Development, Education, Counseling, Social Sciences or related field.
- Three years related full-time paid work experience preferred with secondary school students.
- Knowledge and experience with student development and college preparation, culturally diverse learning styles and strategies, career planning experience preferred.
- Strong oral/written communication and interpersonal skills and addition to detail.
- Must be able to work occasional Saturdays and evenings.

Interested applicants should provide a cover letter and a resume to stepspecialist@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. 8404.*