



## **Student Support Services Advisor**

Fulton-Montgomery Community College seeks a full-time Academic Advisor to serve students enrolled in grant-funded and cohort-based programs. This role is essential in providing comprehensive academic advising, personalized support, and engagement activities that empower students to achieve timely graduation and successful career pathways. The position requires collaboration across campus departments and community partners to create a supportive educational environment tailored to diverse student needs.

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

*Salary: \$46,916 (39-week contract) - Additional compensation opportunities available during summer months.*

### **Summary of Duties:**

- Provide individualized academic advising across disciplines, developing and updating educational, career, and satisfactory academic progress plans.
- Guide students in course selection, academic planning, and progression toward graduation requirements.
- Support grant and cohort program students through specialized orientations, workshops (e.g., study skills, time management, financial literacy), and retention initiatives.
- Connect students with campus and community resources to address personal, academic, and financial challenges, promoting holistic support.
- Track and monitor academic performance, participation, and progress; maintain detailed records and implement timely interventions.
- Collaborate with faculty, staff, and program teams on coordinated support services, student recruitment, transfer planning, and resource sharing.
- Conduct assessment and reporting for grant compliance, program evaluation, recruitment, enrollment, and data management.
- Engage in professional development and contribute to the continuous improvement of advising practices and program delivery.

**Qualifications:** Master's degree and minimum of 3 years' experience in academic advising, counseling, or student services within a higher education setting. A candidate with strong interpersonal, communication, and collaborative skills who can work effectively with diverse student populations and is proficient in student advising software, academic tracking systems, and data management tools, and demonstrate a clear commitment to student success and fostering inclusive learning environments.

Interested applicants should provide a cover letter and a resume to [sssadvisor@fmcc.edu](mailto:sssadvisor@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***