



Financial Aid Advisor

Fulton-Montgomery Community College is looking for a full-time Financial Aid Advisor. This is an exciting opportunity to work with and counsel students, parents, faculty, staff, and members of outside professional agencies on the Financial Aid application process. The Financial Aid Advisor will work with New York State and federally funded aid programs, including the veteran's educational assistance program. Responsibilities include determination, certification, counseling, and reporting as the College's certifying officer. This position also works very closely with the Bursar Office and provides billing and reconciliation support.

Hours are 8 AM to 4 PM but can vary.

Excellent health insurance, benefits, and generous paid time off

Salary: \$46,916 (9-month contract) – Additional compensation opportunities available during summer months.

Minimum qualifications include:

- Bachelor's Degree required; Master's Degree preferred
- 1–3 years of professional experience
- Experience working in a financial aid office or other collegiate departments is a plus. Working knowledge of state and federal laws regulating student financial aid programs is strongly preferred.
- Have superior customer service skills, friendly, sociable, and open-minded.
- Excellent organizational skills, detail oriented and ability to multi-task and manage priorities.

Interested applicants should provide a cover letter and a resume to finaidadv@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.