

**Applications are now being accepted for a**

**Mentor/Tutor**

**Teachers of Native Nations Project**

**Fort Peck Community College**

**Position Description: Mentor/Tutor.** The Teachers of Native Nations Project is designed to let Native American students get their degree in Elementary Education through a partnership between FPCC and MSU-Northern. The Mentor/Tutor will serve as a guide for the students both academically and socially. The ideal candidate has experience in an elementary classroom setting and an understanding of Montana OPI standards. This is a 3/4-time position and is expected to:

**PERFORMANCE OBJECTIVES:**

- Coordinate and monitor cohorts with the Polycom Distance learning program.
- Maintain reports and documents regarding internal classroom efforts and problems.
- Collaborate with MSU-Northern and FPCC Project Director on delivery of courses via the Polycom system.
- Provide academic tutoring and support to education cohort students.
- Provide internal reports to Project Director and others as requested.
- Develop, implement, and monitor program records for reporting requirements during program year.
- Work with designated FPCC personnel to monitor project progress and attend advisory meetings as requested
- Work unconventional/flexible hours to maintain convenient instruction schedule that meets needs of program participants.
- Fulfill other duties as assigned by immediate supervisor.

**Qualifications:**

- Bachelor's Degree in Education or Management
- Successful academic history
- Computer literacy
- Ability to efficiently and effectively plan, organize, evaluate, and communicate both written and orally
- Strong communication, interpersonal, and organizational skills
- Evidence of past working experience with ability to relate successfully to Native American individuals
- Ability to relate well to people and work with traditional, non-traditional and minority students
- Knowledge of and prior experience working with Polycom/VisionNet or similar systems
- Knowledge of the Fort Peck Indian Reservation's geographies, demographics, educational needs, and cultural diversity
- Experience working in classrooms, preferably elementary schools.

**Length of Employment:**

Up to 3 years, subject to grant funding and performance evaluations

**Applications:** Complete submission of application materials

1. A Cover letter that references position for which you are applying
2. Current resume'
3. The names and contact information for three professional references
4. College transcripts (unofficial copies are acceptable)

**By, submit applications to:**

**Fort Peck Community College**  
**Michelle Day, Business Office**  
**PO Box 398**  
**Poplar MT 59255**  
**Phone: 406-768-6300      Fax: 406-768-6301**  
**Email: [MDay@fpcc.edu](mailto:MDay@fpcc.edu)**

**Fort Peck Community College is an equal opportunity employer.**