

Fort Peck Community College
Enrollment & Retention Specialist

Position Description

This position reports to the Vice President for Student Services. Program coordination responsibilities include coordination of certain programs of the office of the Registrar, Student Services as well as other departments as related to enrollment and retention. This position also coordinates communication with local high schools and external service programs. Admissions recruitment, counseling, outreach, and retention activities are all significant functions of this program.

Typical Duties & Responsibilities:

1. Plans, develops, directs and supervises day-to-day operations of student support and retention components of FPCC, including student outreach/recruitment, orientation/evaluation, advising, retention and guidance.
2. Plans and implements recruitment activities for local high schools, which include on-site activities.
3. Counsel prospective students on the admissions process and FPCC opportunities.
4. Coordinate and contribute to the success of various student visit programs designed to recruit target populations.
5. Participates in local community fairs, powwows, parades, athletic activities, etc., to recruit potential students.
6. Promotes student award programs which reward existing students.
7. Handles calls and walk-in students and visitors to develop student enrollment in all areas of the college.
8. Assures effective communication within FPCC and serves as liaison with the college, school districts, community-based organizations, social service providers and local and tribal government agencies to promote and support student success goals and objectives, facilitates access to post-secondary education. Promotes the program by serving on task forces and committees within the college and community.
9. Develops and/or coordinates the development and revision of guidebooks pertaining to student support, recruitment and retention.
10. Develops, compiles, interprets, and submits statistical reports on program accomplishments and activities.
11. Compiles attendance data and facilitates Wa Wo Giya (Offers to Help) retention program on a weekly basis. Including a record of all calls, emails Facebook contacts and visits pertaining to student retention and attendance.
12. Participates on teams to identify barriers to student success in retention and graduation rates.
13. Plans and executes specific events on campus such as workshops, seminars, and college and career fairs.
14. Position may perform other related duties as assigned.

Qualifications

Salary is commensurate with experience and qualifications.

A bachelor's degree is required. Candidates will need strong communication and relationship building skills. S/he must have highly developed written and oral communication skills, as well as problem solving abilities in both team and individual work environments. Strong organizational skills and accurate documentation procedures are also vital.

To Apply:

Applications are available at the FPCC Business Department with Michelle Day, Fort Peck Community College, PO Box 398, Poplar, MT., or email mday@fpcc.edu. Include in the packet a cover letter, resume and three letters of reference.