FORT PECK COMMUNITY COLLEGE

Job Title:	**Student Support Services Director**	**Position Type:**	Full Time - Permanent
Location:	War Eagle Vision	**Date Closing:**	

Fax or E-mail resume to: (406) 768-6301 or mday@fpcc.edu	**Mail:** Michelle Day, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: 1. Letter of Interest 2. FPCC Application 3. Resume' 4. College Transcripts 5. 3 Letters of Reference

Job Description

Job Purpose:

The Director of TRIO Student Support Services reports to the Vice President of Student Services and is responsible for directing, overseeing, developing, and supervising TRIO's Student Support Services (SSS) Grant for Fort Peck Community College. Duties:

- Ensures that the TRiO SSS grant is in compliance with the U.S. Department of Education funding mandates in providing appropriate services for eligible grant participants responsible for identifying and serving grant participants in need of the following: academic advising, financial literacy, FAFSA information and application assistance, tutorial, transfer assistance and scholarship guidance.
- Provides staff supervision as the team actively seeks and provides initiatives that meet the local grant application goals as approved and required by the U.S. Department of Education.
- Responsible for the collaboration with other student success endeavors including that of the First Year Experience, Tutorial Program, and the Early Warning Program.
- Other duties as assigned.

Skills/Qualifications:

- Preferably successful experience in secondary or postsecondary grant administration.

Educational Qualifications:

- Master's degree (or higher) in Educational Administration, Student Personnel and Guidance, or related field is required.

This position is grant funded and continuation is dependent upon availability of grant funds.