



FORT PECK

COMMUNITY COLLEGE

Job Title:	Admissions Officer	Position Type:	Full Time - Permanent
Location:	War Eagle Vision	Date Closing:	10/3/2014
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: <ol style="list-style-type: none"> 1. Letter of Interest 2. FPCC Application 3. Resume' 4. College Transcripts 5. 3 Letters of Reference 	
Job Description			
<p>Job Purpose:</p> <p>Under general supervision, processes admission applications; performs data input and maintains database information; evaluates transfer credits; receives appointments and calls; greets prospective students; assists with telephone services and responds to inquiries; assists with review of admission applications; demonstrates understanding and sensitivity to student needs. Duties:</p> <ul style="list-style-type: none"> • Processes admission applications; prepares forms and assists with application processing; enters all prospect and applicant data into computer database; updates records; interacts with students/parents, external education institutions, and FPCC departments, providing information on application status. • Evaluates transfer credits for incoming students; inputs and maintains transfer credit articulation in admission information systems, according to established guidelines and procedures. • Receives appointments and calls; responds to telephone and email inquiries. • Participates as an active member of the recruitment team; compiles data for reports; maintains confidential files; may travel to local community colleges and area high schools; may supervise student staff. • Performs basic trouble shooting and contributes to the ongoing improvement of work processes, including learning and integrating new technology; promotes teamwork environment • Other duties as assigned. <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Interpersonal and human relations skills • Written and verbal communication skills • Planning/organizational skills • Customer service and telephone skills • Ability to type and operate personal computer and Student Records System • Ability to maintain and implement comprehensive schedules • Ability to handle multifaceted public relations duties • Ability to maintain confidentiality <p>Educational Qualifications:</p> <ul style="list-style-type: none"> • Associates Degree. 			