



FORT PECK
COMMUNITY COLLEGE

Job Title:	Assessment-Grants Coordinator	Position Type:	Full Time - Permanent
Location:	Institutional Development	Date Closing:	12/19/14
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	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

Job Purpose:

The Assessment-Grants Coordinator is responsible for supporting FPCC in assessment initiatives for continuous academic improvement, accreditation compliance, and developing and writing grant proposals to support the mission of Fort Peck Community College. Duties include:

- Guide and support the development of program learning outcomes and assessment strategies within academics.
- Support program learning outcomes process within academics to aid in continuous academic improvement, institutional strategic planning, and accreditation requirements.
- Provide support to AVP to review and evaluate program learning outcomes for quality and effectiveness.
- Coordinate the assessment and continuous improvement of all education curriculums.
- Serve as a qualified resource to provide consulting support to academic in conducting assessment activities, such as program evaluations and accreditation efforts.
- Lead faculty and staff development workshops to support assessment processes.
- Developing and writing grant proposals to foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders.
- Assembling and submitting grant requests, including letters, proposals, budgets, and presentations.
- Maintaining calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports; conducting prospect research.
- Prioritizing projects to keep multiple projects moving in a timely manner. Meet deadlines and manage supplemental material required for proposals'.

Skills/Qualifications:

- Knowledge of best practices in higher education assessment processes
- Knowledge of program assessment, learning outcomes, and teaching effectiveness
- Knowledge of standard research and statistical procedures and techniques, including both quantitative and qualitative research methodologies
- Skill in research design, data analysis, and interpretation
- Interpersonal and human relations, written and verbal communication skills
- Planning/organizational skills, Customer service and telephone skills
- Ability to type and operate personal computer, maintain and implement comprehensive schedules
- Ability to handle multifaceted public relations duties and maintain confidentiality

Educational Qualification

- Bachelor's degree, required
- Master's degree, preferred

~All new applicants are subject to a Pre-Employment Drug Screening~