Job Title: Student Support Services Student Success Advocate

Contact:
Fax or E-mail resume to:
(406) 768-6301 or mday@fpcc.edu

Mail:
Michelle Day, HR Manager
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768-6315

Date Closing: 8/14/2015

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 Student Success Advocate develops and implements non-academic support activities under the TRIO Student Support Services Program such as:
- Counseling SSS participants on personal issues
- Problem-solving
- Life planning;
- Conducting workshops or events to help students develop coping and life skills
- Financial literacy;
- Facilitating contacts between SSS students and FPCC staff;
- Assisting in the selection of participants,
- Needs assessment and preparation of education plans;
- Monitoring student performance to ensure timely support to students with problems;
- Maintaining contact with referral organizations in the community to meet participant's special needs.
- Other duties as assigned.

Skills/Qualifications:
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Educational Qualifications:
- Bachelor's degree in education, adult education, Native American studies, social sciences, liberal arts or related field from four-year college or university.

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

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