**Job Title:**
Student Support Services Academic Advocate

**Position Type:**
Full Time - Permanent

**Location:**
War Eagle Vision

**Date Closing:**
8/14/2015

**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

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**Job Description**

**Job Purpose:**
- The Academic Advocate coordinates academic support activities;
- Basic skill level testing;
- Developing and teaching academic skill activities;
- Assisting in the selection of participants
- Needs assessment and preparation of education plans;
- Selection of instructional career advice to students
- Coordinating college prep and other learning assistance;
- Working with faculty to recruit student tutors,
- Training and supervising tutors,
- Maximizing use of the learning center
- Monitoring student performance
- In addition to making these services available to all SSS participants, the Academic Advocate will serve as the primary contact/coach for a roster of new students to be assigned each semester.
- Other duties as assigned.

**Skills/Qualifications:**
- Demonstrate ability to relate to students and staff of varied ethnicity, especially American Indian students, and a commitment to a culturally diverse educational environment. Appreciation and respect for students (including adult students) and their role and responsibility in the learning process.

**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.

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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~