



FORT PECK

COMMUNITY COLLEGE

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: <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> <ul style="list-style-type: none"> 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. <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> 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. <p>Educational Qualifications:</p> <ul style="list-style-type: none"> Bachelor's degree in education, adult education, Native American studies, social sciences, liberal arts or related field from four-year college or university. <p>This position is grant funded and continuation is dependent upon availability of grant funds.</p>			
~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~			