



# FORT PECK

COMMUNITY COLLEGE

<b>Job Title:</b>	Bridges Project - Office Assistant	<b>Position Type:</b>	Part Time
<b>Location:</b>	Poplar	<b>Date Closing:</b>	12/26/18
Fax or E-mail resume to: (406) 768-6301 or <a href="mailto:ksears@fpcc.edu">ksears@fpcc.edu</a>  <i>An Equal Opportunity Employer</i>	<b>Mail:</b> Kylee Sears, 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"> <li>1. Letter of Interest</li> <li>2. FPCC Application</li> <li>3. Resume'</li> <li>4. College Transcripts</li> <li>5. 3 Letters of Reference</li> </ol>	

## Job Description

### FPCC Chanté Project Office Assistant

The Chanté Project is a four-year demonstration grant from the US Department of Education that will work in all four high schools on Fort Peck Reservation, and their partner middle schools, to develop strong college and career pathways for all students. Both cognitive and non-cognitive skill development are a focus of the program through: tutoring in core subject areas, career mapping, professional and college tours, mentorship, and after school and summer learning activities.

### Skills/Qualifications:

- Answering phone calls – providing basic program information.
- Purchase, track, and invoice office supplies.
- Set up, break down, and organize the conference room for meetings.
- Assist in event planning.
- Keeping a detailed calendar of events.
- Write program press releases.
- Assisting Program Director and High School Engagement Coordinator with preparing documents, organizing files, and managing existing documents.
- Excellent organizational and communication skills.
- Former office organizing experience.

### Educational Qualifications:

- Associates degree preferred.

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