



FORT PECK

COMMUNITY COLLEGE

Job Title:	College Success Specialist	Position Type:	Full Time - Grant
Location:	War Eagle Vision - SSS	Date Closing:	11/26/18
Fax or E-mail resume to: (406) 768-6301 or KSears@fpcc.edu	Mail: 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"> 1. Letter of Interest 2. FPCC Application 3. Resume' 4. College Transcripts 5. 3 Letters of Reference 	
Job Description			
Supervised by FPCC Student Services			
Responsibilities:			
<ul style="list-style-type: none"> • Recruit, advise, and coach middle and high school JMG students on the Fort Peck Reservation. • Regularly (weekly) push-in to school JMG classrooms to teach Bridge Hustle Binder curriculum. • Lead campus tours and student participation in college/career fairs. • Develop and supervise FPCC college mentor program with JMG students. • Develop and run internship program with local community organizations and businesses. • Track student success through sign-in sheets, quarterly surveys, and annual focus groups. 			
Requirements:			
<ul style="list-style-type: none"> • Must have solid relationships, or be willing to develop them, with staff and students at all area schools. • Must have experience working directly with students on life, college, and career planning. • Must have background in working with high risk students. • Must be able to commit to the entire one-year grant period. 			
Educational Qualifications:			
<ul style="list-style-type: none"> • Bachelor's degree in Education, Human Services, or related field. 			
~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~			