



# FORT PECK

---

## COMMUNITY COLLEGE

<b>Job Title:</b>	Recruitment Officer	<b>Position Type:</b>	Full Time
<b>Location:</b>	War Eagle Vision	<b>Date Closing:</b>	Until Filled
<b>Fax or E-mail resume to:</b> (406) 768-6301 or <a href="mailto:KSears@fpcc.edu">KSears@fpcc.edu</a>	<b>Mail:</b> Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	<b>Submit the following for employment:</b> <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>	
<b>Job Description</b>			
<p><b>Position Description</b></p> <p>This position reports to the Vice President for Student Services. Program coordination responsibilities include coordination of certain programs of the office of the Registrar, Student Services as well as other departments as related to recruitment/enrollment and retention. This position also coordinates communication with local high schools and external service programs. Admissions recruitment, counseling, outreach, and retention activities are all significant functions of this program.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Plans, develops, directs and supervises day-to-day operations of student support and retention components of FPCC, including student outreach/recruitment, orientation/evaluation, advising, retention and guidance.</li> <li>• Plans and implements recruitment activities for local high schools, which include on-site activities.</li> <li>• Counsel prospective students on the admissions process and FPCC opportunities.</li> <li>• Coordinate and contribute to the success of various student visit programs designed to recruit target populations.</li> <li>• Participates in local community fairs, powwows, parades, athletic activities, etc., to recruit potential students.</li> <li>• Promotes student award programs which reward existing students.</li> <li>• Handles calls and walk-in students and visitors to develop student enrollment in all areas of the college.</li> <li>• Assures effective communication within FPCC and serves as liaison with the college, school districts, community-based organizations, social service providers and local and tribal government agencies to promote and support student success goals and objectives, facilitates access to post-secondary education. Promotes the program by serving on task forces and committees within the college and community.</li> <li>• Develops and/or coordinates the development and revision of guidebooks pertaining to student support, recruitment and retention.</li> </ul>			



# FORT PECK

---

## COMMUNITY COLLEGE

- Develops, compiles, interprets, and submits statistical reports on program accomplishments and activities.
- Compiles attendance data and facilitates Wa Wo Giya (Offers to Help) retention program on a weekly basis. Including a record of all calls, emails Facebook contacts and visits pertaining to student retention and attendance.
- Participates on teams to identify barriers to student success in retention and graduation rates.
- Plans and executes specific events on campus such as workshops, seminars, and college and career fairs.
- Position may perform other related duties as assigned.

### **Requirements:**

- Candidates will need strong communication and relationship building skills.
- S/he must have highly developed written and oral communication skills, as well as problem solving abilities in both team and individual work environments.
- Strong organizational skills and accurate documentation procedures are also vital.

### **Educational Qualifications:**

- An associate's degree is required but a bachelor's degree is preferred. Salary is commensurate with experience and qualifications.

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