



FORT PECK

COMMUNITY COLLEGE

Job Title:	Admin/Data Assistant	Position Type:	Full Time - Permanent
Location:	War Eagle Vision - SSS	Date Closing:	Until Filled
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			
<p>The Administrative/Data Assistant (ADA) is under general supervision of the Director of TRIO Student Support Services (SSS) and is responsible for providing clerical support to the Director and other project staff members and for ensuring that office operations are coordinated smoothly so that underprepared college students and disadvantaged college students are provided effective program services.</p> <ul style="list-style-type: none"> • Provides full clerical support to the Project Director • Manages the office • Distributes mass emails regarding activities, programs offered, workshops, midterm grades and reminders about various deadlines • Provides monthly reports to the VP of Student Services and Director of TRIO/Student Support Services • Assists with the accuracy of printed program materials, including invitations to faculty, students and staff • Greets students, staff and campus visitors and handles program inquiries • Monitors and manages confidential paperwork and information • Maintains electronic and paper files in addition to editing and updating programmatic forms as needed • Maintains Program database • Assist students with submission of FAFSA, Higher Ed, AICF and scholarships • Collects data and electronically submits Annual Performance Report to the U.S. Department of Education • Promotes student involvement in FPCC activities • Answers phones in Administration building/Student Services as needed • Administer Compass testing as needed • Assists with yearly FPCC activities such as, Golf Tournament, Thanksgiving Dinner, Wild West Day's Kid Day, Graduation • Assists with student activities in the Student Services Department • Other duties as assigned. <p>Educational Qualifications:</p> <ul style="list-style-type: none"> • High School Diploma/GED required. Associate's Degree preferred. <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~			