



# FORT PECK

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## COMMUNITY COLLEGE

<b>Job Title:</b>	Student Support Services Student Success Advocate	<b>Position Type:</b>	Full Time - Permanent
<b>Location:</b>	War Eagle Vision	<b>Date Closing:</b>	12/28/18
<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>	

### Job Description

#### Job Purpose:

The Student Success Advocate develops and implements non-academic support activities under the TRIO Student Support Services Program such as:

- Counseling SSS participants on personal issues
- Problem-solving
- Life planning;
- Conducting workshops or events to help students develop coping and life skills
- Financial literacy;
- Facilitating contacts between SSS students and FPCC staff;
- Assisting in the selection of participants,
- Needs assessment and preparation of education plans;
- Monitoring student performance to ensure timely support to students with problems;
- Maintaining contact with referral organizations in the community to meet participant's special needs.
- Other duties as assigned.

#### Skills/Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Educational Qualifications:

- Associates Degree required.

**This position is grant funded and continuation is dependent upon availability of grant funds.**

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