



FORT PECK

COMMUNITY COLLEGE

Job Title:	Student Resource Specialist	Position Type:	Full Time - Permanent
Location:	War Eagle Vision	Date Closing:	Open 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

Job Purpose:

This position reports to the Vice President for Student Services. Responsibilities include coordination of certain programs within the Student Services department, specifically the reception area. Coordinating student activities, supervising student workers, and making appropriate referrals for students and visitors are all significant functions of this position.

Typical Duties & Responsibilities:

1. Handles all calls and walk-in students and visitors to the appropriate referral under the Student Services department and / or the college.
2. Assists students with basic financial aid services by working directly with the Office of the Director of Financial Aid.
3. Plans, organizes and implements student activities under Student Services including the annual AIHEC Student Competition.
4. Consistently disseminates information, campus wide, regarding upcoming student activities.
5. Coordinate and contribute to the success of various student programs such as the gas voucher and student meal programs.
6. Promotes the Student Services department by serving on task forces and committees within the college.
7. Responsible for the organization, implementation and supervision of student workers in Student Services.
8. Participates on teams to identify barriers to student success in retention and graduation rates.
9. Position may perform other related duties as assigned.

Qualifications

An associate's degree is required. Candidates will need strong communication and relationship building skills. Successful applicants must also 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.

(When grants and contracts support such activities).

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