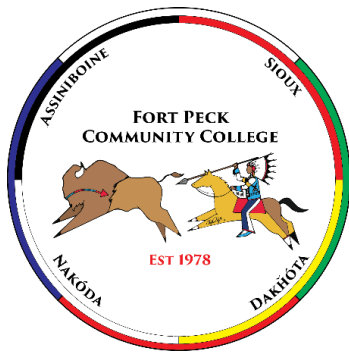


Fort Peck Community College
 PO Box 398
 605 Indian Ave
 Poplar, MT 59255
 406-768-6300

Job Title:	Teacher Training Mentor/Tutor	Position Type:	Full Time – Grant Funded
Location:	Poplar	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			
Responsibilities <ul style="list-style-type: none"> • Coordinate and monitor cohorts with the Polycom Distance learning program. • Maintain reports and documents regarding internal classroom efforts and problems. • Maintain the Polycom system and troubleshoot problem areas. • Collaborate with MSU-Northern (MSU-N) personnel on delivery of courses via the Polycom system. • Provide small group and individualized instruction. • Provide internal reports to Vice President for Academics (Project Manager) and Project Director. • Identify and utilize existing FPCC Programs, community organizations, agencies and individuals to serve as resources for the program. • Develop, implement, and monitor program records for reporting requirements during program year. • Work with designated FPCC personnel to monitor project progress. • Work unconventional hours to maintain convenient instruction schedule that meets needs of program participants. • Fulfill other duties as assigned by immediate supervisor. 			
Skills/Qualifications <ul style="list-style-type: none"> • Ability to efficiently and effectively plan, organize, evaluate, and communicate both written and orally. • Strong communication, interpersonal, and organizational skills • Evidence of past working experience with ability to relate successfully to Native American individuals. • Ability to relate well to people and work with traditional, non-traditional and minority students • Knowledge of the Fort Peck Indian Reservation's geographies, demographics, educational needs, and cultural diversity. • Highly organized, self-motivated and task oriented individual who does not mind hard work. • Computer literacy 			



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Educational Requirements

- Bachelor's Degree in Education or Management
- Successful academic history
- Knowledge of and prior experience working with Polycom/VisionNet or similar systems.

Subject to grant funding and performance evaluations.

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