Job Title: Student Success Advocate  
Position Type: Full Time  
Location: Student Support Services-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:  
1. Letter of Interest  
2. FPCC Application  
3. Resume’  
4. College Transcripts  
5. 3 Letters of Reference  

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~