



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

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: <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:

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~