



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

Job Title:	(SSS) Administrative/Data Assistant	Position Type:	Full Time - Permanent
Location:	War Eagle Vision	Date Closing:	Until Filled
Fax or E-mail resume to: (406) 768-6301 or ksears@fpcc.edu <i>An Equal Opportunity Employer</i>	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. All College Transcripts 5. 3 Letters of Reference 	

Job Description

The Administrative/Data Assistant (ADA) is under general supervision of the Director of TRIO Student Support Services (SSS). This position is responsible for providing clerical support to the Director and other project staff members and for ensuring that office operations are coordinated smoothly so that underprepared college students and disadvantaged college students are provided effective program services.

- Provide full clerical support to the Project Director
- Manage the office
- Distribute mass emails regarding activities, programs offered, workshops, midterm grades and reminders about various deadlines
- Provide monthly reports to the VP of Student Services and Director of TRIO/Student Support Services
- Assist with the accuracy of printed program materials, including invitations to faculty, students, and staff
- Greet students, staff and campus visitors and handles program inquiries
- Monitor and manage confidential paperwork and information
- Maintain electronic and paper files in addition to editing and updating programmatic forms as needed
- Maintain program database
- Assist students with submission of FAFSA, Higher Ed, AICF and scholarships
- Collect data and electronically submit Annual Performance Report to the U.S. Dept. of Education
- Promote student involvement in FPCC activities
- Answer phones in Administration building/Student Services as needed
- Administer Compass testing as needed
- Assist with yearly FPCC activities such as the golf tournament, Thanksgiving Dinner, Wild West Day's Kids Day, and Graduation
- Assist with student activities in the Student Services Department
- 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:

- High School Diploma/GED required, Associates Degree preferred.

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~