



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

Job Title:	Ag. Assistant	Position Type:	Part Time
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

Duties:

- Answers all Ag Dept. telephone calls, and arranges conference calls.
- Heavy lifting over 40 pounds and physical labor required at times
- Assists with daily Ag Department Grant Objectives
- Composes and types routine correspondence.
- Organizes and maintains file system, and files correspondence and other records.
- Driving 4-H participants to and from learning sites required
- Helps plan, schedule and conduct activities for 4-H participants and stakeholder meetings
- Arranges and coordinates meetings and workshops for the Ag. Dept.
- Makes copies of correspondence or other printed materials.
- Prepares outgoing mail and correspondence, including e-mail and faxes.
- Orders and maintains supplies, and arranges for equipment maintenance and inventory.
- Other duties as assigned.

Skills/Qualifications:

- Must have valid Driver's License.
- Ability to write routine reports and correspondence.
- Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness.
- Ability to speak effectively with customers or employees.

Educational Qualifications:

- Associate Degree preferred, but not required
- Knowledge of Microsoft Office Suite
- Strong agricultural background preferred

GRANT FUNDED POSITION - NOT TO EXCEED 1 YEAR

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