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:  
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~