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

Job Title: (4) FPCC Demonstration Grant - Student Engagement Coordinators
Position Type: Full Time

Location: Poplar-Wolf Point-Brockton-Frazer
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 Chanté Project is a five-year demonstration grant from the US Department of Education that will work in all four high schools on Fort Peck Reservation, and their partner middle schools, to develop strong college and career pathways for all students. Both cognitive and non-cognitive skill development are a focus of the program through: tutoring in core subject areas, career mapping, professional and college tours, mentorship, and after school and summer learning activities.

Duties:
- Schedule and coordinate college campus visits and college experience activities.
- Schedule, coordinate, and oversee after school and cultural activities.
- Coordinate summer learning and cultural activities.
- Ensure transportation and other resources are prepared to support students and families.
- Assist with peer tutoring.
- Accurate and timely records of all activities and students served.
- Occasional evening hours.

Educational Qualifications:
- Bachelor’s degree preferred, excellent organizational and communication skills, and at least three years of direct work with students.

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