



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

Job Title:	Student Engagement Coordinator	Position Type:	Full Time
Location:	Frazer	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

Job Purpose:

The Canku 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~