

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

Job Title:	Teacher Training Mentor/Tutor	Position Type:	Full Time – Grant Funded
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

Responsibilities

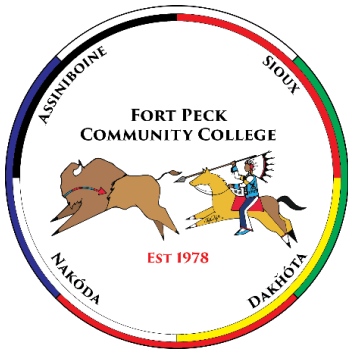
- Assist with new applicants
- Conduct check-ins with participants
- Attend monthly OIE meetings
- Provide internal reports to Vice President for Academics (Project Manager) and Project Director.
- Identify and utilize existing FPCC Programs, community organizations, agencies and individuals to serve as resources for the program.
- Develop, implement, and monitor program records for reporting requirements during program year.
- Work with designated FPCC personnel to monitor project progress.
- Work unconventional hours to maintain convenient instruction schedule that meets needs of program participants.
- Fulfill other duties as assigned by immediate supervisor.

Skills/Qualifications

- Ability to efficiently and effectively plan, organize, evaluate, and communicate both written and orally.
- Strong communication, interpersonal, and organizational skills
- Evidence of past working experience with ability to relate successfully to Native American individuals.
- Ability to relate well to people and work with traditional, non-traditional and minority students
- Knowledge of the Fort Peck Indian Reservation's geographies, demographics, educational needs, and cultural diversity.
- Highly organized, self-motivated and task oriented individual who does not mind hard work.
- Computer literacy

Educational Requirements

- Bachelor's Degree in Education or Management
- Successful academic history



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Subject to grant funding and performance evaluations.

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