



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

<b>Job Title:</b>	<b>Admissions Officer</b>	<b>Position Type:</b>	Full Time – Permanent
<b>Location:</b>	War Eagle Vision	<b>Date Closing:</b>	Until Filled
<b>Fax or E-mail resume to:</b> (406) 768-6301 or <a href="mailto:ksears@fpcc.edu">ksears@fpcc.edu</a>	<b>Mail:</b> Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	<b>Submit the following for employment:</b> <ol style="list-style-type: none"> <li>1. Letter of Interest</li> <li>2. FPCC Application</li> <li>3. Resume'</li> <li>4. College Transcripts</li> <li>5. 3 Letters of Reference</li> </ol>	

**Job Description**

**Job Purpose:**

Under general supervision, processes admission applications; performs data input and maintains database information; evaluates transfer credits; receives appointments and calls; greets prospective students; assists with telephone services and responds to inquiries; assists with review of admission applications; demonstrates understanding and sensitivity to student needs. Duties:

- Processes admission applications; prepares forms and assists with application processing; enters all prospect and applicant data into computer database; updates records; interacts with students/parents, external education institutions, and FPCC departments, providing information on application status.
- Evaluates transfer credits for incoming students; inputs and maintains transfer credit articulation in admission information systems, according to established guidelines and procedures.
- Receives appointments and calls; responds to telephone and email inquiries.
- Participates as an active member of the recruitment team; compiles data for reports; maintains confidential files; may travel to local community colleges and area high schools; may supervise student staff.
- Performs basic trouble shooting and contributes to the ongoing improvement of work processes, including learning and integrating new technology; promotes teamwork environment
- Other duties as assigned.

**Skills/Qualifications:**

- Interpersonal and human relations skills
- Written and verbal communication skills
- Planning/organizational skills
- Customer service and telephone skills
- Ability to type and operate personal computer and Student Records System
- Ability to maintain and implement comprehensive schedules
- Ability to handle multifaceted public relations duties
- Ability to maintain confidentiality

**Educational Qualifications:**

Associates Degree.

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