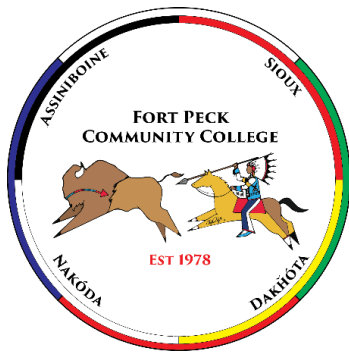


Fort Peck Community College
 PO Box 398
 605 Indian Ave
 Poplar, MT 59255
 406-768-6300

Job Title:	Student Retention Specialist	Position Type:	Full 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. Diploma/GED/Transcripts 4. Driver's License 5. 3 Letters of Work Reference	
Job Description			
Job Purpose: The Student Success Retention Specialist develops and implements academic and non-academic support activities under the CTE and STEM Programs such as: <ul style="list-style-type: none">• Counseling CTE/STEM participants on academic and career issues;• Problem-solving;• Life planning;• Financial literacy;• Facilitating contacts between CTE/STEM students and FPCC staff;• Conduct needs assessment and preparation of education plans;• Monitoring student performance to ensure timely support to students with problems;• Maintaining contact with referral organizations in the community to meet participant's special needs;• Attend meetings regarding CTE/STEM on behalf of FPCC;• Facilitate CTE/STEM dual credit outreach to local school districts to identify dual credit and early college opportunities with FPCC;• Recruit secondary graduates to FPCC to complete CTE/STEM degrees;• Other duties as assigned.			
Skills/Qualifications: <ul style="list-style-type: none">• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.			
Educational Qualifications: <ul style="list-style-type: none">• Associates Degree required.• This position is grant funded and continuation is dependent upon availability of grant funds.			



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Non-Discrimination Notice

The Fort Peck Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Fort Peck Community College provides equal access to all individuals who meet the qualification to enroll in college classes: must have a High School diploma or equivalency or be a dual credit or early start student. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Elijah Hopkins, VP for Student Services
P.O. Box 398, Poplar, MT 59255
(406) 768-6371
ehopkins@fpcc.edu

Haven Gourneau, President
P.O. Box 398, Poplar, MT 59255
(406) 768-6310
hgourneau@fpcc.edu

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

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