

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

<b>Job Title:</b>	GIS Enhancement Project Coordinator	<b>Position Type:</b>	Full Time
<b>Location:</b>	Poplar	<b>Date Closing:</b>	Until filled
Fax or E-mail resume to: (406) 768-6301 or <a href="mailto:ksears@fpcc.edu">ksears@fpcc.edu</a>  <i>An Equal Opportunity Employer</i>	<b>Mail:</b> 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"> <li>1. Letter of Interest</li> <li>2. FPCC Application</li> <li>3. Resume'</li> <li>4. All College Transcripts</li> <li>5. 3 Letters of Reference</li> </ol>	

**Job Description**

**Job Purpose:**

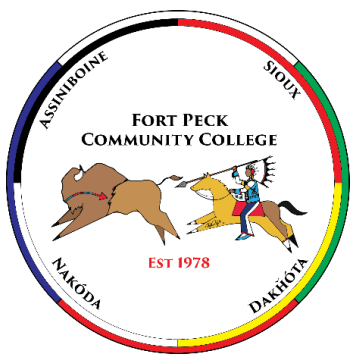
The GIS Enhancement Project is a three-year grant from the National Science Foundation. The Project Coordinator will oversee the day-to-day operations and implementation of all aspects of the Work Plan and coordinate the Goals & Objectives against the proposed timeline, interface with the FPCC business office for fiscal matters, and coordinating with faculty and staff related to the GIS Enhancement Project.

**Duties:**

- Conduct, schedule, and contract with external evaluator using FPCC procurement policies and procedures.
- Develop and submit required reports to funding agency as required.
- Contact other TCU's and colleges that have drone or UAV programs.
- Assist STEM faculty in the implementation of the GIS Enhancement Project objectives.
- Review course numbers and names to confirm that they are compatible with the Montana University System.
- Assess the relevance of incorporating a drone or MBM component into Native American Studies NASX 117 (History and Culture of the Fort Peck Tribes) and NASX 191 (Indigenous Cultural Resource Protection and Preservation).
- Collaborate with the Fort Peck Tribe's Cultural Resources Department and the Fort Peck Office of Environment Protection to determine possible course options for a summer field study to enhance the project options for students.
- Develop opportunities for students to understand the connection of modern technology and Tribal culture within the established program.
- Develop and submit required close-out reports to the funding agency.

**Educational Qualifications:**

- Bachelor's degree preferred, excellent organizational and communication skills.



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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://ocras.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~