



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

Job Title:	President	Position Type:	Full Time
Location:	Greet the Dawn	Date Closing:	4/15/24
Please refer all questions to the Fort Peck Community College Board of Directors.	E-mail all materials to: presidentsearch@fpcc.edu	Submit the following for employment: See Application Process Below*	

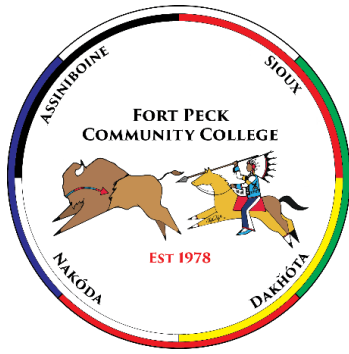
Job Description

PURPOSE OF THE POSITION

The President serves as the official representative of the college as chief executive officer. The general responsibility of the President will be to foster, articulate and implement the overall vision of the Fort Peck Community College through specific goals and objectives. The President is the official representative of the college. The president will publicly represent a strong community, committed to a vision of a strong sovereign nation and through excellence in tribal higher education.

SCOPE OF WORK

- Carry out the policies of the Board of Trustees in all matters pertaining to Fort Peck Community College.
- Promote the commitment of the college to academic excellence and ensure appropriate cultural and language integration of the Fort Peck Assiniboine and Sioux Culture into all phases of every college program.
- Support the economic vitality and sustainability of Fort Peck Community College through appropriate fundraising and lobbying at the local, state, and federal levels.
- The president is responsible for leveraging board, staff, faculty, and partners' input to shape and execute a compelling vision and strategy to usher Fort Peck Community College in a new direction.
- Act as the final authority in the hiring, appointment, removal, discipline and termination of all faculty and staff personnel in accordance to FPCC Policies and Procedures.
- Hire, supervise and evaluate all Vice Presidents and other administrative personnel.
- Conduct regular staff meetings to facilitate college communications.
- Act as a primary liaison between the Fort Peck Community College, Fort Peck Tribal Executive Board, AIHEC, and the communities both on and surrounding the Fort Peck Reservation.
- Create and maintain an inclusive work environment, select, and lead qualified staff, fostering a culture of professional growth, leadership development and high morale.
- Maintains and adheres to HR policies and procedures.
- Upholds and reinforces high level of professionalism, integrity, and ethics.



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- Administer the budget approved by the Board of Trustees and supervise the college's financial operations.
- Maintain a comprehensive planning process to carry out the mission and goals of Fort Peck Community College including yearly measurable goals.
- Responsible for signing official documents and overseeing official institutional reports.
- Shall make recommendations to the Board concerning Board policy.

RESPONSIBILITIES

The President will have responsibility for all areas of the college's operation under the direction of the board of Trustees. Nothing in this job description restricts the right of Fort Peck Community College to assign or reassign duties and responsibilities to this job at any time.

EDUCATION QUALIFICATIONS

Masters' Degree related to Education, Business or Economics. Doctoral Degree preferred. Proven record of success in higher education.

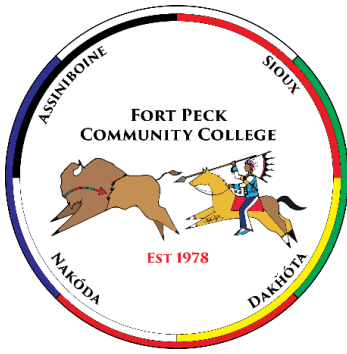
KNOWLEDGE AND SKILLS ABILITIES

Must have previous college teaching experience, knowledge of administration and management; and be a team builder. Ability to independently identify and solve problems and deal with a variety of issues. Should be able to identify and use appropriate resources to answer questions and solve problems.

Skills

The incumbent must demonstrate the following skills:

- Outstanding communication skills: both written and verbal.
- Excellent coalition building abilities with diverse stakeholders.
- Dedicated to the vision and mission, and thoroughly committed to carrying out FPCC's vision.
- Political engagement, acumen, and evidence of political astuteness.
- Demonstrates ability to develop entrepreneurial adaptable approach to planning.
- Proven experience in managing multi-million-dollar budgets.
- Understanding and experience of Indigenous Knowledge Systems encompassing a wide spectrum of Indigenous Wisdom; Cultural Practices, Environmental Stewardship and Community Relations. This includes applying Indigenous Perspectives and Methodologies in strategic planning, educational programs, and policy development. Thereby fostering a comprehensive, culturally informed approach to various organizational challenges and opportunities.
- Stress Management Skills
- Attention to detail and a high level of accuracy.
- Analytical and problem-solving skills.
- Computer and technology proficiency.
- Proven record of high-level conflict resolution approaches.
- Strong organizational skills and ability to implement and delegate.



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- Proven management and leadership expertise.
- Creative problem solver.
- Proven ability to recruit and retain high quality staff, faculty and administration critical to the operations of Fort Peck Community College, while fostering team culture, professional growth and leadership development.

Personal Attributes

The incumbent must demonstrate the following attributes:

- Be honest and trustworthy.
- Be respectful.
- Possess cultural awareness and sensitivity.
- Be flexible.
- Demonstrate sound work ethic.
- Be able to problem solve.

Physical Demands

The incumbent will spend a lot of time sitting and using office equipment and computers. Some light lifting of supplies and materials will also be required.

Environment Conditions

The incumbent is located in a professional office setting, in a high traffic area. The incumbent will be faced with interruptions and must greet customers on a regular basis.

Sensory Demands.

The incumbent must spend long hours in intense concentration and at the computer in tasks that require a high attention to detail.

Travel Demands

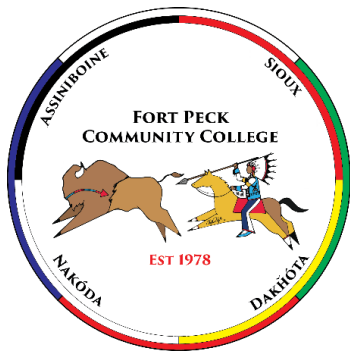
President must represent Fort Peck Community College at various meetings and interactions both within the communities and at meetings across the nation. Travel is expected by approximately 30% of the time.

Mental Demands

The incumbent will encounter a high volume of customers, deadlines and assignments that will require a high attention to detail and follow through.

Application Process*

- Current CV
- Transcripts
- 3 letters of professional recommendations that highlight your leadership and experience.
- 1000-word essay demonstrating what your vision is as the President of Fort Peck Community College and how you would implement it.
- 250-word essay defining your leadership style.



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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~