



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

<b>Job Title:</b>	College and Career Coach	<b>Position Type:</b>	Full Time - Permanent
<b>Location:</b>	Poplar	<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**

**Responsibilities**

- Maintain contacts with referral agencies to assist students with personal, health, family or other concerns
- Provide financial literacy presentations; personal budget, student loans, financial aid, cost-of-attendance, scholarships; need based and merit based using GradReady
- Develop a Career Center
- Create accounts with students to explore careers with MCIS – Montana Career Information System, and Montana Career Lab
- Assist students with course selection and their degree plan
- Develop Academic Plans with students
- Present Student Success sessions via Zoom, In-Person, or Polycom System
- Develop a Student Career Pathway

**Skills/Qualifications**

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.

**Qualifications**

Bachelor's Degree preferred in education, adult education, Native American Studies, human series, or related field.

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