

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

<b>Job Title:</b>	Executive Assistant	<b>Position Type:</b>	Full Time
<b>Location:</b>	Greet the Dawn	<b>Date Closing:</b>	
<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. All College Transcripts</li> <li>5. (3) Letters of Reference</li> </ol>	

**Job Description**

**Job Purpose:**

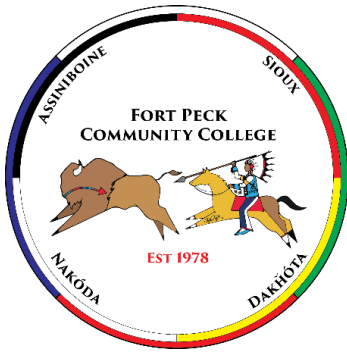
Responsible for the answering telephone/greeting public; assist Administration

**Duties:**

- Answers and screens manager's telephone calls, and arranges conference calls.
- Greets visitors and conducts to appropriate area or person.
- Routes incoming mail; inform employees of package deliveries.
- Composes and types routine correspondence.
- Organizes and maintains file system; files correspondence and other records.
- Arranges and coordinates President/Vice Presidents travel schedules and reservations.
- Reserves/maintains facilities schedule for community members; ensures timely payment to the Business Office
- Makes copies of correspondence or other printed materials.
- Keep personnel updated on community events held on campus; shares fliers, etc.
- Prepares outgoing mail and correspondence, including e-mail and faxes.
- Orders and maintains supplies, and arranges for equipment maintenance.
- Secretary to the BOD
- Other duties as assigned.

**Skills/Qualifications:**

- Must have great phone etiquette.
- Ability to write routine reports and correspondence.
- Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness.
- Ability to speak effectively before customers or employees.



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### **Educational Qualifications:**

- Minimum of Associated Degree
- Knowledge of Microsoft Office Suite

### **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](mailto:ehopkins@fpcc.edu)

Craig Smith, President  
P.O. Box 398, Poplar, MT 59255  
(406) 768-6310  
[csmith@fpcc.edu](mailto:csmith@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~