



MONTANA POST SECONDARY EDUCATIONAL OPPORTUNITIES COUNCIL

NEW EMPLOYEE

WWW.MONTANACOLLEGES.COM + WWW.MPSEOC.ORG

EXISTING TASKS

- *Counselor Directory*
- *College Pride Week Promotions*
- *Online Registrations and payment tracking and follow-up*
- *Membership directory updates*
- *Institution rep updates*
- *Social media – Facebook, twitter, Instagram, snapchat, Pinterest*
- *Help with conference planning and setup*
- *Travel to events if needed? Fairs?*
- *Evaluation data entry*
- *Keep all databases current and updated*

NEW & EXPANDED PROJECTS

- *Grants*
- *Sponsors*
- *Database growth form tour and tribal college fairs and guide book*
- *Social media – Facebook, twitter, Instagram, snapchat, Pinterest*
- *Board and members professional development posting on website and research*
- *New! Online spring webinar / counselor update / you tube channel videos? (new income could pay for position?)*
- *Video making skills*
- *New! Tour focus group with students and counselors*
- *Counselor Relations—Promo Tour, Update, etc. / Call each college, HS, and explain fairs, guidebook*
- *Newsletter on monthly or quarterly basis—campus updates*