



JOB DESCRIPTION

JOB TITLE: Assistant to Agriculture Division

REPORTS TO: Director of Agriculture

STATUS: Clerical 2, Non-Exempt

LENGTH OF EMPLOYMENT: Full-Time 12-month

JOB OVERVIEW: Assistant to Agriculture Division will manage the Ag office; provide assistance with scheduling of tournament, event, competition and camp entries; distribute mailouts; manage the calendar and drive files and assist with all agriculture activities and events.

Assist with departmental activities including recruiting, student's activities, club and team activities and general academic assistance in support of the Agriculture Division. Complete office and project assignments and represent Connors State College in a professional manner at all times. Activities will occur under the supervision of the office of Agriculture Division Chair and or Director of Agriculture.

DUTIES AND RESPONSIBILITIES:

Provide assistance for the Agriculture Division Office listed below as directed by supervisor:

- Assist Agriculture Division Chair in the daily operation of the Agriculture office
- Provide daily assistance in reports; team and club activities and division responsibilities as assigned by Agriculture Division Chair or Director
- Assist in the development of events hosted on campus, including Aggie Day, Fall on the Farm, Tournaments, competitions, recruitment events.
- Maintain, distribute, manage, store and inventory office and event supplies; equipment; and recruiting materials.
- Assist with campus greenhouse management, lab activities, and community events and sales.
- Assist with on campus store as needed.
- Manage multiple social media pages for the division
- Manage the square website as it pertains to the agriculture division events and fundraising.
- Must be willing and able to perform necessary manual tasks
- Keep facilities clean and in a manner that is presentable to the public
- Some evening and weekend activities

Provide assistance for the division functions listed below as directed by supervisor:

- Manage the competitive team event schedules and the division calendar
- Conduct weekly assessments and manage office activities
- Direct student workers
- Provide reports and information as requested
- Assist with the Bull Test as necessary
- Manage team event schedule, assist with divisional events, including camps, Aggie Day, clubs and teams, recruitment,
- Coordinate large scale events including banquets; and all Ag Division events.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the agriculture industry
- Experience with programs in the Microsoft suite
- Experience with social media management.
- Experience with photography; editing; and marketing programs
- Ability to work well with a diverse population
- Demonstrated willingness and ability to act ethically and socially responsible
- Computer proficiency, including the use of Microsoft Office;

EDUCATION/ EXPERIENCE REQUIRED:

- High school diploma or equivalent
- Experience supervising students or workers preferred
- Knowledge in agriculture a plus
- Experience or knowledge in Horticulture a plus

SPECIAL REQUIREMENTS:

- Must be able to sit, bend, stoop, and to lift up to 50 pounds
- Must be able to work outdoors in all weather conditions (i.e. high/low temperatures)

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ DATE: _____