



JOB DESCRIPTION

JOB TITLE: Agriculture Division Faculty/Meats Judging Team Coach

REPORTS TO: Director of Agriculture

STATUS: Full time

LENGTH OF EMPLOYMENT: 12 month

JOB OVERVIEW: Ag Faculty/Meats Judging Team Coach will train and manage the competitive Meats Judging Team; will assist with the management of the Ag office; provide assistance with scheduling of tournament events, competition and camp entries; distribute mailouts; manage the calendar and drive files and assist with all agriculture activities and events.

Develop recruitment strategies, workshops, camps or events for meats judging students.

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:

- Recruit, train and manage the CSC Meats Judging Team
- 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 and community events, adult classes and workshops 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
- Teach a minimum of 6 hours per fall/spring semesters each.
- Assist in the development of curriculum for the division.
- Academic advisor to students within the college program.
- Conduct recruitment events.
- Develop workshops, camps, and service learning opportunities.

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 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:

- M.S. in Agriculture
- Experience teaching in a junior college environment a plus
- Experience supervising students or workers preferred
- Experience working in the Agriculture Industry
- Experience with judging or coaching collegiate teams a plus
- Experience or knowledge in Horticulture a plus
- Experience in processing, retail or wholesale business 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: _____

05.06.19