



JOB DESCRIPTION- CLYDE KINDELL FARM COORDINATOR

General Description/Primary Purpose

This position will assist the farm director with the day-to-day operations of the farm. The farm coordinator may also serve as the Assistant Livestock Judging and/or Assistant Livestock Show Team coach.

Classification: Full-Time Staff , Non-exempt

Salary: Salary commensurate with qualifications, education and experience, plus full fringe benefits.

Appointment: 12-month appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

Description of Job Functions:

1. Use state-of-the-art technology in the delivery of instruction and other office duties.
2. Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and instructional practices; show a willingness to work effectively in a culturally diverse workplace and not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or status as a veteran.
3. Support the mission of the college; i.e., provides opportunities for student learning, personal growth, professional success, and community enhancement.
4. Maintain a positive attitude of service toward students, co-workers, and others.
5. Promote and support service learning activities.
6. Develop and use assessment of student learning methods in the classroom setting and contribute to campus-wide assessment projects.

7. Maintain in coordination with other department faculty (full-time and adjunct) an up-to-date, complete, and well-organized syllabus for each course taught as set forth by the Vice President of Academic Affairs.
8. Develop and maintain curricula that appropriately reflect current knowledge in the discipline.
9. Cooperate with departmental faculty in the selection of textbooks and teaching materials.
10. Include a writing component in each course and encourage students to utilize tutoring services.
11. Incorporate the use of the MSC Library and Student Success Center in all courses and make recommendations for library purchases.
12. Support the President's Scholars Program.
13. Participate in Professional Development.
14. Perform other duties as may be assigned/required by supervisors.
15. Assist with the upkeep of facilities at the Clyde Kindell farm
16. Maintain equipment, supplies and vehicles related to the farm and agriculture program.
17. Advise student workers on proper farm safety procedures.
18. Assist the farm director with maintaining farm and livestock records including breeding, registration, records, vaccinations, etc.
19. Assist the farm director with monthly sale and breeding reports.
20. Monitor herd health and report any discrepancies to the farm director.
21. Assist with the farm A.I. program and herd health management schedules
22. Participate in the feeding programs of all livestock at the college farm.
23. Work with all Agriculture faculty and employees to maintain agriculture operations.
24. Assist with baling and crop activities including maintenance of all MSC farm grounds.
25. Participate in all farm related labor.
26. Assist with Agriculture program events, clubs and teams.
27. Provide reports and information as requested.
28. Assist in the coordination and conduct competitive and/or recruitment activities for the Agriculture program.
29. To meet objectives of virtual work-related situations and/or extended periods when working from home all faculty and staff must have access to 24/7 reliable off-campus Internet.
30. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests.

Required Knowledge, Skills, and Abilities:

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Experience with Purebred and Commercial herds.
- Experience with farm equipment (i.e. tractor, implements, etc).
- Ability to work well with a diverse population.
- Computer proficiency, including use of Microsoft Office.

Other Ergonomic Requirements;

Performance of job functions related to instruction requires seeing, hearing and speaking, as well as, some amount of stooping, kneeling, bending, crouching, reaching, lifting, walking, and carrying of supplies and light equipment. Must be able to bend, stoop, and lift up to 75lbs. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours:

Generally, weekday (Monday through Friday) hours and evenings will vary to achieve 37.5 hours per week. Saturday and/or Sunday may also be included when needed. Hours may change from semester to semester depending on schedules and needs.

Qualification Standards:

1. **Minimum Education Required:** Associate's Degree in Agriculture or three years of experience with farm and ranch operations.
2. **Preferred Education and Experience:** Animal Science and Agribusiness discipline preferred. Experience working with students with a variety of racial and cultural backgrounds is beneficial.
3. **Professionalism:** Employees of Murray State College are expected to demonstrate dedication to teaching and to show professional competence, integrity and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed and professional image at all times.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted prior to employment of this position.

Application Process:

1. Letter of application
2. Resume
3. Official college transcript(s)
4. Murray State College employment application
5. Complete Background Check Consent form on MSC Website

Submit Application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, OK 73460
humanresources@mscok.edu

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.