



## **JOB DESCRIPTION-LIVESTOCK SHOW TEAM COACH**

### **General Description/Primary Purpose:**

This position will be directly responsible for recruiting, coaching, and maintaining the Murray State College Livestock Show Team(s). All facets of the competitive livestock team(s) will be managed by this individual. This person will also work with the Agriculture Program Chair and the Clyde Kindell Farm Director in organizing Livestock Show Team functions in coordination with the operations of the Clyde Kindell Farm at Murray State College.

**Classification:** Full-Time

**Salary:** Commensurate with qualifications, education and experience, plus fringe benefits

**Appointment:** 12 Months

### **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, Murray State College'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.

### **Essential Job Functions:**

1. Coach the competitive MSC Livestock Show Team(s)
2. Coordinate and implement competitive team travel, and practice/work/chore schedules.
3. Fundraise for team and/or agriculture department benefit.
4. Conduct daily show cattle assessment and monthly sale and breeding reports.
5. Develop camps, workshops or field days for instructors and/or youth groups.
6. Develop educational opportunities on the college campus and Clyde Kindell college farm.
7. Travel to various high schools, livestock shows and other sites for recruitment, especially regarding the show team.
8. Develop promotional materials including but not limited to booth and team displays, flyers and pamphlets.
9. Oversee program website updates and program's social media in the area of the Livestock Show Team.
10. Maintain equipment, supplies and vehicles related to the farm and show team and agriculture department.

11. Assist with divisional events, clubs and teams
12. Provide reports and information as requested.
13. Coordinate and conduct competitive and/or recruitment activities for the division (i.e. FFA Interscholastic Day; FFA Speech Contests; Jackpot Livestock Shows, etc.).
14. Actively participate in all grant opportunities.
15. Other duties as assigned.
16. 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.
17. Complete National Incident Management Systems (NIMS) Training: General Role: IS-100.HE and IS-700.

### **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.

- Demonstrate experience of, or willingness in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
- Excellent oral and written communication skills required. Communicate clearly and effectively to students, administrators, faculty, and other employees.
- Maintain the ability to respect confidentiality.
- Must have a desire to help students succeed.
- Willingness to collaborate and build rapport with students.
- Strong problem solving and analytical skills.
- Familiarity with college student resources.
- Passionate belief in Murray State College's mission and an unwavering belief that all students, regardless of demographics, can achieve at the highest academic levels, as well as the Scholars for Excellence program.
- Ability to counsel students and help them stay in school until degree attainment; and/or return to school to finish a degree already started

### **Other Ergonomic Requirements**

This position requires sufficient manual dexterity to operate all equipment within the office complex, including but not limited to telephone, computer, printers, copy machine, and fax machine. Sufficient manual dexterity to perform computer operations throughout an 8-hour day is required. Some amount of sitting, standing, stooping, kneeling, bending, crouching, lifting, walking, climbing, reaching, and carrying are required. All individuals are required to perform these 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 Educational Qualifications:** Bachelor's degree and/or other combination of Associate's degree and experience required. Valid Driver's License required.
2. **Preferred Experience:** Experience in animal science, animal husbandry, farm and ranch operations, or related areas preferred. Experience and/or training in working effectively in a racially and/or culturally diverse workplace.
3. **Professionalism:** Members of the Murray State College staff are expected 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 while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

**Application Process:**

1. Letter of Application
2. Resume
3. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
4. Murray State College employment application.
5. Background Check Consent Form

**Submit the application to:**

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

**Application Deadline:** Review of applications will begin immediately and continue until filled.

**MSC participates in E-Verify.**

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