



## **JOB DESCRIPTION- SEASONAL PART TIME FARM HAND**

**General Description/Primary Purpose:** The part-time farm hand assists in various agricultural tasks and operations on the farm. This role involves working under the direction of the Director of Farm Operations to ensure the smooth functioning of daily farm activities. The farm hand will engage in a variety of tasks depending on the season and specific needs of the farm.

**Classification:** Seasonal Part-Time, Non-Exempt

**Salary:** Starting at \$15 per hour

**Appointment:** Appointment is on an as-needed basis. This position is subject to terminate at any time.

### **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. **Livestock Care:** Assist in the care of livestock including feeding, watering, and monitoring their health and well-being.
2. **Crop Maintenance:** Participate in planting, weeding, harvesting, and processing crops according to established guidelines.
3. **Equipment Operation:** Operate and maintain farm equipment such as tractors, tillers, and mowers, ensuring they are in good working condition.
4. **Fencing and Repairs:** Help with the installation and maintenance of fences, gates, and other structures around the farm.
5. **General Maintenance:** Perform general maintenance tasks around the farm including cleaning, painting, and basic repairs.
6. **Assist with Irrigation:** Help with irrigation systems, ensuring proper watering of crops and fields.
7. **Pest and Weed Control:** Assist in pest and weed control efforts using both organic and conventional methods.

8. Assist with Animal Handling: Assist in the handling and transportation of animals as needed.
9. Record Keeping: Maintain accurate records of activities such as planting dates, harvest yields, and animal health records.
10. Follow Safety Procedures: Adhere to all safety protocols and guidelines to ensure a safe working environment for yourself and others.
11. Accepts other duties and responsibilities as assigned
12. 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.

### **Required Knowledge, Skills, and Abilities:**

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

- Physical Stamina: Ability to perform physically demanding tasks in various weather conditions.
- Flexibility: Willingness to work irregular hours, weekends, and holidays as needed, especially during peak seasons.
- Team Player: Ability to work effectively as part of a team and follow directions from supervisors.
- Reliability: Dependable and punctual, with a strong work ethic and commitment to completing tasks.
- Attention to Detail: Ability to follow instructions carefully and pay attention to detail in all aspects of the job.
- Experience: Previous experience working on a farm or in a related field is preferred but not required.
- Driver's License: A valid driver's license may be required, especially if operating farm equipment or transporting goods.

### **Other Ergonomic Requirements:**

As a part-time farm hand, ergonomic considerations are essential to ensure your comfort, safety, and overall well-being while performing various tasks on the farm. Here are some ergonomic requirements and considerations for the role:

- Proper Lifting Techniques: Train and encourage the use of proper lifting techniques to prevent strain and injury when lifting heavy objects such as bags of feed, equipment, or harvested produce. Use mechanical aids like wheelbarrows or forklifts whenever possible.
- Adjustable Equipment: Ensure that farm equipment such as tractors, plows, and mowers are adjustable to accommodate workers of different heights and body sizes. Proper adjustment of seats, handles, and controls can reduce strain and fatigue during operation.

- **Comfortable Work Clothing:** Provide or recommend appropriate work clothing that allows for freedom of movement and protection from environmental elements such as sun, rain, and cold temperatures. Loose-fitting, breathable clothing made from natural fibers can enhance comfort and reduce the risk of overheating.
- **Footwear:** Encourage the use of supportive footwear with slip-resistant soles to prevent slips, trips, and falls, especially in wet or muddy conditions. Boots with ankle support can help reduce the risk of sprains and injuries on uneven terrain.
- **Hand Tools:** Select ergonomic hand tools with padded handles, non-slip grips, and lightweight designs to reduce hand and wrist fatigue during repetitive tasks such as weeding, pruning, or harvesting.
- **Work Surface Height:** Adjust work surface heights such as planting beds, workbenches, and animal feeding stations to minimize bending, stooping, or reaching overhead. Maintaining neutral postures can prevent strain on the back, shoulders, and neck.
- **Rest and Breaks:** Encourage frequent rest breaks and rotation of tasks to prevent overexertion and muscle fatigue. Implement a schedule that allows workers to alternate between physically demanding tasks and lighter duties to avoid repetitive motion injuries.
- **Proper Hydration and Nutrition:** Provide access to clean drinking water and encourage workers to stay hydrated throughout the day, especially during hot weather or strenuous activities. Encourage healthy eating habits and provide opportunities for nutritious snacks or meals to maintain energy levels and overall well-being.
- **Training and Education:** Offer training sessions or workshops on ergonomic principles, safe work practices, and injury prevention techniques to increase awareness and promote a culture of health and safety on the farm.

### **Hours:**

Part-time hours will not exceed 29 hours per week. The schedule is subject to change depending on the schedule of the employee and the needs of the department.

### **Qualifications:**

- 1. Minimum Educational Qualifications:** High school diploma or equivalent..
- 2. Experience:** Some farm/ agricultural experience.
- 3. Professionalism:** The Murray State College staff members are expected to show professional competence, integrity, and enthusiasm in performing all responsibilities.
- 4. Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image 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 transcripts (for both undergraduate and graduate coursework).  
(NOTE: Official transcript(s) required upon employment.)
4. Murray State College employment application
5. Background Check Consent Form

**Submit Application:**

Human Resources

Murray State College

One Murray Campus, Suite AD 104

Tishomingo, Oklahoma 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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