



Nueta Hidatsa Sahnish College

Position Description

POSITION: Agriculture/Equine Intern

CLASSIFICATION: Part-Time

DEPARTMENT: Agriculture

FLSA STATUS: Non-Exempt

ACCOUNTABLE TO: Land Grant Director/Equine Studies

PAY RANGE: \$14.00/hr + (DOE)

LOCATION: New Town, ND Campus & Healing Horse Ranch, Parshall, ND

POSITION SUMMARY:

This position is ideal for students interested in Equine Studies, but is open to any interested applicants. The position provides technical assistance to the Land Grant Director and Equine Studies Instructors through office support/marketing, fund raising, care & feeding of our equine partners, facility maintenance, and assistance with coordination of NHSC sponsored agriculture and equine events including community outreach, student/staff services, and academic classes.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

Hours will be 5-20 / week depending on requirements and task assigned from the supervisor. Days/times are flexible, but consistency from week to week is needed.

Work will consist of assisting with activities to support agriculture and equine community outreach events and classes. That may include advertising, marketing, fundraising, assisting coordination of events, and quoting and ordering materials and supplies. Other tasks may be helping maintain the property such as cleaning barns and surrounding areas, organization of NHSC Ag Department Equine inventory, feeding the horses in the morning and/or evening, cleaning and bedding stalls, cleaning and checking water troughs, assisting with medical care of horses, transporting horses, and assisting instructors with horses for classes and events. It may require travel to NHSC sponsored equine events to assist instructors with setup, horses, and to help students and community members participating. Riding may be required at times.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Must have extensive knowledge and experience with horses and agriculture, particularly as it relates to the Northwest Plains region. Must have extensive knowledge of safety procedures as related to equine activities. Must have computer and business skills.

Skills: Must possess excellent verbal and interpersonal communication skills; Must be able to multi-task, and address issues forthrightly, with tact and sensitivity to precedent; Must be able to perform and/or direct equine and agricultural work [farming, ranching] outdoors, in all weather conditions.

Abilities: Must exhibit excellent leadership ability. Must be able to perform assigned duties with minimal supervision. We expect applicants to be hard working, responsible, reliable, motivated and capable. Must be able to establish effective working relationships with students, faculty, staff

and outside agencies. Must be able to handle, care for, and ride horses in all types of environments and situations.

REQUIRED EDUCATION & EXPERIENCE:

Minimum Qualifications: High School or GED. Must have demonstrated an advanced skill level both riding and handling horses and have a least 6 years' experience in equine training and/or a documented record of successful equine competition and/or equine enterprises. Must have demonstrated technology, business, and leadership skills.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Work Environment: The functions of this position are routinely performed in rural environment, in all weather conditions. Some travel may be required.

Physical Demands: While performing field functions, the employee is often required to stand, walk, jump, climb, lift and carry in excess of 50 lbs., reach, pull, push, and ride and handle horses and agriculture equipment in a rural outdoor setting, in all weather conditions.

Non-smoking facility.

No drug or alcohol use, zero-tolerance policy.

[The foregoing physical demands and work environment are representative of those which must be met to perform the essential functions of this position; however, reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions of this position.]

AGREED:

Employee Signature

Date