



Nueta Hidatsa Sahnish College

Position Description

POSITION: Agriculture Outreach Coordinator/Instructor **CLASSIFICATION:** Full-Time

DEPARTMENT: Agriculture

FLSA STATUS: Exempt

ACCOUNTABLE TO: Land Grant Director

PAY RANGE: DOE

LOCATION: New Town, ND Campus

POSITION SUMMARY:

This position provides technical and educational assistance in the field of Agriculture (including Equine Studies) to the Fort Berthold community and assists in USDA grant agriculture, sustainability, and equine initiatives, including community outreach, student/staff services, and academics.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- **Program Execution & Development:** Support all NHSC Agriculture (including Equine) outreach initiatives and provide recommendations for continued development based on evaluation of community needs, particularly in regard to equine, agriculture, and sustainability.
- **Program Management:** Coordinate Outreach Initiatives for Agriculture Department, including the Equine Program. Execute marketing and advertising for agriculture and equine programs and initiatives. Manage Program Horses ensuring proper feeding and care, transporting horses, ensuring health and safety of horses, and serving on committee to attain program horses that are safe for program use. Procure supplies as needed for Agriculture Department, including procurement of hay, feed, tack, equipment, and supplies for the Equine program. Ensure proper care is given to the rental facility used for the equine initiatives. Coordinate necessary equine facility management improvements.
- **Administration:** Support compliance with all grant and NHSC policies within the Agriculture/Equine Studies Department;
- **Academics:** Support success and growth of the Agriculture/Equine Studies Department at NHSC, supporting curriculum development and promotion of the program, teaching Equine Studies classes, and assisting the Equine Academic Program to ensure Agriculture/Equine Studies programs meet the dynamic needs of the Tribal community.
- **Outreach:** Coordinate and promote agriculture and equine seminars and community outreach initiatives in the community for both adults and youth. Seek the active participation of staff, students, parents, community and Tribal leaders in promoting Agriculture, Sustainability, and Equine activities. Promote Agriculture, Sustainability, Equine Studies and Horse-related initiatives in the community. Mentor Equine Studies students and NHSC Rodeo team members. Lead the Horse Nation student club. Market and promote all Agriculture and Horse Nation activities, including the Equine Studies program.
- Collaborate interdepartmentally within NHSC and the Fort Berthold community for events and curricula efforts to promote equine, agriculture, health/wellness, and sustainability.
- Comply with all NHSC policies, practices and regulations.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Must have extensive knowledge horses and agriculture, particularly as it relates to the Northwest Plains region. Must have general knowledge of higher education administration. Must have extensive knowledge of safety procedures as related to agriculture and equine activities.

Skills: Must possess excellent written, 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. Must be able to establish effective working relationships with students, faculty, staff and outside agencies.

REQUIRED EDUCATION & EXPERIENCE:

Minimum Qualifications: Bachelor's Degree Agricultural Science or related discipline, working towards a Master's degree in Agricultural Science or related agriculture discipline. At least two (2) years' experience teaching equine related activities or program administration. Must have demonstrated an advanced skill level both riding and handling horses and have a least 10 years' experience in equine training and management and a documented record of successful equine enterprises.

Preferred Qualifications: Master's Degree in Agricultural Science or related discipline; At least five (5) years' experience teaching or program administration. Must have demonstrated an advanced skill level both riding and handling horses and have a least 10 years' experience in equine training and management and a documented record of successful equine enterprises

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Work Environment: The functions of this position are routinely performed in the field, and require supervision and/or occasional performance of manual labor in an outdoor, rural environment, in all weather conditions; Administrative functions are performed in an office environment. Frequent local travel is required; some overnight, out-of-town travel may be required.

Physical Demands: While performing the administrative functions of this position, the employee is required to speak, hear and see, including close vision at a computer terminal, and sit and use hands and fingers to handle, write or key stroke; 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.

[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.]