



**JOB DESCRIPTION- FORAGE, LIVESTOCK, AND SPECIALTY CROPS
INSTRUCTOR/ CLIMATE- SMART GRANT COORDINATOR**

General Description/Primary Purpose: This position will coordinate the Murray State College component of the Climate-Smart Commodities and Market Development within the Chickasaw Nation grant partnership. This position will be integrally involved with the establishment of the Murray State College Climate-Smart Small Farm Institute at the Ardmore campus. The successful candidate is expected to establish an effective teaching and undergraduate research program related to small farms and ranches, forages, and specialty crop production. Focus areas will include forage establishment and variety trials, livestock grazing and husbandry, and specialty crop production.

Classification: Full-Time

Salary: Salary commensurate with qualifications, education, and experience. Full fringe benefits are included as part of the salary package.

Appointment: 12-month appointment, renewable annually. The position is grant funded for a five-year period. Continued funding will be dependent on enrollment numbers.

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.

General Faculty Job Functions:

1. Use state-of-the-art technology in the delivery of instruction and other office duties.
2. Demonstrate scholarly standards of academic excellence and rigor, and exhibit the traits befitting that of a distinguished faculty member.
3. 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 based on race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or status as a veteran.

4. Support the mission of the college, i.e., provides opportunities for student learning, personal growth, professional success, and community enhancement.
5. Maintain a positive attitude of service toward students, co-workers, and others.
6. Promote and support service-learning activities.
7. Develop and use assessment of student learning methods in the classroom setting and contribute to campus-wide assessment projects.
8. Maintain in coordination with other department faculty (full-time and adjunct) and program chair an up-to-date, complete, and well-organized syllabus for each course taught.
9. Develop and maintain curricula that appropriately reflect current knowledge in the discipline.
10. Cooperate with departmental faculty in the selection of textbooks and teaching materials.
11. Include a writing component in each course and encourage students to utilize tutoring services.
12. Incorporate the use of the MSC Library and Student Success Center in all courses and make recommendations for library purchases.
13. Support the President's Scholars Program.
14. Participate in Professional Development.
15. Perform other duties as may be assigned/required by supervisors.
16. Before or upon employment the successful candidate must complete mandatory NIMS (National Incident Management System) General Role Training Modules, IS-100.C, and IS-700.B, through the Department of Homeland Security as directed by the MSC administrative staff and campus police.
17. 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.

Specific Faculty Job Functions:

1. Teach a minimum of 6 credit hours per Spring and Fall semester, or equivalent, in courses that may include, but are not limited to Introduction to Plant Science, Introduction to Animal Science, Agriculture Economics, Specialty Crop Production, and Forage Systems.
2. Collaborate with the Dean of Agriculture, Business and Occupational Technology and the Chickasaw Nation in the planning and execution of grant related goals and outcomes.
3. In coordination with the Dean of Agriculture, Business and Occupational Technology, develop undergraduate research opportunities and coursework that incorporate the principles of the Climate-Smart grant.

4. In coordination with the Dean of Agriculture, Business and Occupational Technology, develop strategic plans that will provide for future growth and development of the Climate-Smart Small Farm Institute and other Climate-Smart initiatives.
5. Work with community partners to meet the needs of the local citizenry in terms of educational programs and materials.
6. Provide service to the program and college via teaching and participating in related committees and activities including, but not limited to, all Agriculture endeavors and supporting college activities.
7. Carry out responsibilities assigned by the Dean of Agriculture, Business and Occupational Technology in planning and execution of the Fred A. Chapman, Sr. FFA Interscholastic Contest, and additional activities as identified.
8. Perform related duties such as acting as a sponsor to student organizations such as Collegiate FFA, etc.
9. Work with MSC faculty and staff to maximize the farm as an educational facility and a productive farm operation. Participate in planning and hands-on implantation of the farm plan in order to meet criterion as set forth by policy and procedures.
10. Recruit students for the Agriculture Program and Murray State College.
11. Maintain a positive working environment with supervisors, co-workers, ODCTE State Agricultural Education/FFA Personnel, and high school FFA instructors.
12. Assist in the development of new agriculture-related programs and projects.
13. Serve on college committees as assigned.
14. Valid Driver's License required.

Hours:

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

Qualifications:

1. **Minimum Educational Qualifications:** M.S. in Horticulture, Agronomy, Plant Sciences, or a related field such as Soil Science, Environmental Science, Weed Science, Entomology, or Plant Pathology, with emphasis on horticultural crops.
2. **Preferred Experience:** Preferred qualifications include previous experience and work in horticultural crop production and small or urban farm production; and previous experience that demonstrates successful teaching, student advising, and mentoring. The individual should possess the ability to effectively lead a team as well as contribute as a team member for interdisciplinary collaboration. They should possess excellent interpersonal and communication skills. Previous experience serving as a PI or co-PI of extramural, competitive grant projects is also preferred. The demonstrated ability to use traditional and innovative teaching techniques is preferred.

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. Three (3) letters of employment recommendation or college placement file.
4. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
5. Murray State College employment application.

Submit the application to:

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

Application Deadline:

Review of applications will begin immediately and continue until filled.

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.

