

**MURRAY STATE COLLEGE**  
**Tishomingo, OK**

Job Description

**Livestock Show Team Coach; Clyde Kindell Asst. Farm Manager**

**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. The Assistant Farm Manager will also work with the Clyde Kindell Farm Director in planning and enacting the daily operations of the Clyde Kindell Farm at Murray State College.

**Classification:** Full-Time, Exempt Staff

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

**Appointment:** 12-month Appointment

**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 is comprised of 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.

**Description of Duties and Tasks:**

**Essential Job Functions:**

1. Coach the competitive MSC Livestock Show Team(s).
2. Develop camps, workshops or field days for instructors and/or youth groups.
3. Develop educational opportunities on the college campus and Clyde Kindell college farm.
4. In conjunction with the Farm Director, maintain and develop facilities at the Clyde Kindell college farm.
5. Maintain equipment, supplies and vehicles related to the farm and show team and agriculture department.
6. Coordinate and implement competitive team travel, and practice/work/chore schedules.
7. Fundraise for team and/or agriculture department benefit.

8. In conjunction with the Farm Director, maintain farm and livestock records including breeding, registration, records, etc.
9. Conduct daily show cattle assessment and monthly sale and breeding reports.
10. Conduct weekly herd assessments and manage all herds, in conjunction with the Farm Director.
11. In conjunction with the Farm Director, coordinate the farm A.I. program and herd health management schedules.
12. Manage and/or coordinate feeding programs of all livestock at the college, in conjunction with the Farm Director.
13. In conjunction with the Farm Director, conduct livestock selection purchases and culls to maintain premium quality herds.
14. Manage breeding schedules and farm activities to coordinate with faculty/course instruction for educational purposes, in conjunction with the Farm Director.
15. Assist Farm Director with all farm activities.
16. Work with all division faculty and employees to maintain agriculture operations.
17. In conjunction with the Farm Director, coordinate baling and crop activities including maintenance of the farm grounds.
18. Assist with divisional events, clubs and teams.
19. Travel to various high schools, livestock shows and other sites for recruitment, especially regarding show team.
20. Develop promotional materials including but not limited to booth and team displays, flyers and pamphlets.
21. Oversee program website updates and program's social media in the area of the Livestock Show Team.
22. Provide reports and information as requested.
23. Coordinate and conduct competitive and/or recruitment activities for the division (i.e. FFA Interscholastic Day; FFA Speech Contests; Jackpot Livestock Shows, etc.).
24. Other duties as assigned.

### **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.

1. 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.
2. Excellent oral and written communication skills required. Communicate clearly and effectively to students, administrators, faculty, and other employees.
3. Maintain ability to respect confidentiality.
4. Must have a desire to help students succeed.

5. Willingness to collaborate and build rapport with students.
6. Strong problem solving and analytical skills.
7. Familiarity with college student resources.
8. 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.
9. Ability to counsel students and help them stay in school until degree attainment; and/or return to school to finish a degree already started
10. 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. Please log on to the FEMA website at: <http://www.fema.gov/training-0#item1> to complete your training online. Once completed, you need to provide a copy of your certificate to the Office of Human Resources. If you would like, you can scan a copy and email it to [humanresources@mscok.edu](mailto:humanresources@mscok.edu).
11. 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.

### **Hours:**

Generally, weekday (Monday through Friday) hours and evenings will vary to achieve 40 hours per week. Sunday evenings may also be included when needed. Hours may change from semester to semester depending on student schedules and need.

### **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. Résumé
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 111  
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.