



JOB DESCRIPTION-URBAN AGRICULTURE HUB COORDINATOR

General Description/Primary Purpose

The Urban Agriculture Hub Coordinator will assist with the day-to-day operations of the service center. This will include clerical work, event planning, event promotion, and assisting producers with their urban agriculture needs. This position is primarily located on the Ardmore Campus but could include the Tishomingo campus and/or virtually as required. In addition, this individual will contribute to campus-wide activities by performing other essential functions as listed below.

Classification: Full-Time - Exempt

Salary: Commensurate with Qualifications and Experience, Plus Fringe Benefits

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 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.

Description of Duties:

1. Work in conjunction with the Oklahoma Conservation Commission and Chickasaw Nation staff in the development and management of program schedules, events, and activities.
2. Oversee day-to-day operations of the urban agriculture service center.
3. Maintain records, budgets, and reports for grants and funding compliance.
4. Serve as the primary point of contact for local growers and urban farms.
5. Organize workshops, training sessions, and public events related to urban agriculture.
6. Promote urban agriculture through newsletters, social media, and other communication channels.
7. Assist producers with navigating local regulations, zoning laws, and food safety rules.
8. Coordinate volunteer programs and engage with local schools and youth groups.
9. Track participation, project objectives, and program outcomes.

10. Coordinate use of facilities, tools, and equipment.
11. Conduct surveys and evaluations to assess the effectiveness of programs and identify areas for improvement.
12. Assist the Oklahoma Conservation Commission and Chickasaw Nation staff in educating stakeholders and the public about the benefits of urban farming.
13. Use state-of-the-art technology in support of all office duties.
14. 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.
15. Support the mission of the college, i.e., provides opportunities for student learning, personal growth, professional success, and community enhancement.
16. Maintain a positive attitude of service toward students, co-workers, and others.
17. Promote and support service-learning activities.
18. Contribute to campus-wide assessment projects.
19. Maintain a pleasant working environment.
20. Participate in professional development.
21. Maintains NIMS training as required, including the IS-700.a and IS-100.HE tests
22. Accepts other responsibilities and duties as assigned
23. 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 these knowledge, skills, and abilities 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.

- Demonstrate competence in using and teaching the software necessary for the program.
- Demonstrate an understanding of subject matter well beyond the introductory textbook level.
- Demonstrate expertise in machine tools.
- Write clearly and effectively, for a variety of writing tasks.
- Communicate clearly and effectively to students, administrators, other faculty, and employees.
- Develop critical thinking exercises and well-organized lectures.
- Skills in mathematics, computer technology, electronics, machinery, and programmable logic controllers.
- Operate electronic multimedia instructional equipment in a classroom setting.

Other Ergonomic Requirements:

In performing job functions, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. Tasks such as typing and working at a computer keyboard involve extensive wrist and hand movements. All individuals are required to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential function of the job.

Hours:

Generally, weekday hours will be Monday through Thursday hours 8 a.m. to 6 p.m. and Friday 8 a.m. to 12 p.m. This position will work 37.5 hours weekly, some evenings and weekends may be required in order to fulfill job requirements.

Qualifications Standards:

1. **Minimum Education:** Associate's degree or equivalent education and experience in an Agriculture field or a related degree program. Bachelor's degree in an Agriculture field or a related degree program is preferred.
2. **Minimum Experience:** Minimum of two years of experience working in the field of Agriculture. Five years' experience working in the field of Agriculture 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. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form.

Submit Application to:

Human Resource Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, Oklahoma 73460
MSCemployment@mscok.edu

Application Deadline: Position will be filled when an acceptable candidate is identified.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN 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.