Job Title: Agriculture Office Assistant

DESCRIPTION:
Under direct supervision, perform a variety of clerical tasks in the FRC Agriculture Department

ESSENTIAL DUTIES:
1. Clerical responsibilities of the Agriculture Department including facilitating Instructors and Instructional Assistant with maintaining records for classes, Student Horse Boarding Program, hay inventory, horseshoeing, worming, vaccinating, tack care and maintenance, horse facility inventory of equipment and supplies, type letters, record and submit the minutes for meetings, reports, and other material.
2. Supervising other students regarding student horse boarding rules, regulations, and procedures.
3. Keep track of releases signed by students, inform instructors when a student is missing a signed release.
4. Recruit, advice, and orient new students and their families including giving tours of the facilities, answering potential student questions, mailing informational packets, assisting with preparations for Agriculture New Student Orientation.
5. Assist with horse sale organization and management including assisting with sale catalog, correspondence with potential buyers, registering bidders, organizing student volunteers.
6. Keep a copy of feeding schedule for the facility. Keep an accurate phone list of boarders and their authorized agent(s). Facilitate Equine Health and Nutrition Student Assistants to promptly contact boarder of any injury or illness observed with their horse.

MINIMUM QUALIFICATIONS:
Basic Knowledge of:
Word processing
General office procedures and equipment
Office and recordkeeping that relates to the horse industry

Skills in:
Data entry
Operating a personal computer
Effective oral and written communication
Basic mathematical calculations (adding, subtracting, multiplying)
Arranging items in correct alphabetical and numerical order.

DESIRABLE QUALIFICATIONS:
Agriculture Major with plans to transfer to 4 year institution in Animal Science or related field
Completion of high school
Experience working with horses
Good people skills
Ability to perform multiple tasks in a busy work environment

PHYSICAL CHARACTERISTICS:
Vision sufficient to read computer screens and small print
Manual dexterity to operate keyboards, answer phones
Speech and hearing to communicate effectively

WORK SCHEDULE:
Weekdays and the occasional weekend.

TO APPLY:
Submit completed Application for Student Employment and Class Schedule to the Advising/Counseling Center.